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Section 15 - Person Model



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PROCEDURE MANUAL
EmpowHR

SECTION 15
Person Model

Latest Update Information

The following change has been made to the EmpowHR Person Model procedure:

Section	Description of Change
<i>Define Department 88229.htm?updates</i>	A new Department field has been added to a person's assignment in the Maintain a Persons Assignment menu.



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Person Model

The Person Model is a term used to describe the information captured about a person and how the person is related to the organization. A person is important to an organization for many different reasons at many different times throughout their lifetime. Each relationship may require different attributes and different processing.

With the EmpowHR Person Model, Agencies can track personal information about the person in one place with no redundant data. The relationships that a person has to the organization are tracked in a different area of the system. For example, the user may have a person who is now an employee but was previously a contingent worker. The system tracks this person using one identification (ID), which enables their history as a contingent worker to exist along with their history as an employee.

Person Model supports the storing and tracking of three Person Types within one centralized repository. This enables the user to manage and report on all types of workers from seasonal to permanent.

The three Person Types are:

- Employee (EMP) - The relationship of a person who is hired to provide services to an organization on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.
- Contingent Worker (CWR) - The relationship of a person who provides services to another entity under terms specified in a contract on a non-permanent basis such as:
 - Independent Contractors
 - Temporary Workers
 - Consultants
 - Auditors
- Person of Interest (POI) - A person who does not have an employment or a Contingent Worker relationship, but who is still of interest to the organization such as:
 - Cobra Participants
 - Pension Payees
 - External Students and Instructors
 - Volunteers

It is important for users to verify the relationship a person has in EmpowHR and the Payroll/Personnel System (PPS) before processing any actions. EmpowHR uses the person's Social Security number (SSN) to validate existence in EmpowHR, and provides a warning



message to processors when they attempt to hire a person who has a record in EmpowHR. Users can validate the relationship by discussing prior employment history with the person and then verifying data:

- In PPS, the Information Research/Inquiry System (IRIS), and the Electronic Official Personnel Folder (eOPF) when the processor has access to prior Federal Government Agency information.
- By contacting the losing POI.
- In EmpowHR, **Person Organizational Summary** by viewing all organizational relationships for a person.
- In EmpowHR, **HR Processing** by searching for the person's SSN. The **HR Processing** component is only used to process EmpowHR Agency employees who have a job and position in EmpowHR. If the person was a contingent worker, the record will not be accessible through the **HR Processing** component. To hire the person as an EmpowHR Agency Federal employee, the user must add a new employment instance. For more information on this topic, see **New Employment Instance United States Federal (USF)** (on page 94).

Note: Additional instructions can found in the Person Model Online Training module. There are three Person Model courses which can found on NFC's Web site under the **Training** tab.

Person Model allows the user to perform the following functions:

- Create a person
- Provide a person checklist
- Create organizational relationships
- Create worker organizational relationships and instances
- Provide additional assignment or new instance option
- Provide instance dates versus assignment dates
- Promote an assignment to an instance
- Review a person's organizational relationships



Adding a Person

The **Add a Person** component allows the user to do the following in EmpowHR:

- Add a person
- Modify a person
- Add a name
- Add an address
- Add an additional address
- Establish an organizational relationship

This section includes the following topics:

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Add a Person

The **Add a Person** component allows the user to add people in EmpowHR. It will enable the user to add people with jobs (employees, contingent workers, and persons of interest with job data), as well as persons of interest without job data. A person identification (ID) is assigned automatically, which allows EmpowHR to generate IDs sequentially as new people are added.

Note: Prior to adding a new person, the user should verify whether the person being added exists in the system. For more information on performing this task, see ***Search for Matching Persons*** (on page 71).

To Add a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 1: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 [31] + -

*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: [] [31] 0 Years 0 Months

Date of Birth Re-enter [] [31]

Birth Country: USA []

Birth State: [] []

Birth Location: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 [31] + -

*Gender: Unknown [v]

▼ National ID Personalize | Find | View All [] [] First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number [v]	[]	[]	<input checked="" type="checkbox"/>

*Country of Citizenship [] [] ☐ Emergency Response Official

Notes: []

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 2: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	Description/Instruction



Field	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

Figure 3: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select additional address types and add additional addresses.



Field	Description/Instruction
	Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

Figure 4: Add a Person Page - Organizational Relationships Page

At this point, you must establish the organizational relationship of the new person. To establish the organizational relationship, see *Establishing an Organizational Relationship* (on page 20).

At this tab, the following options are available:

Step	Description
Check the Employee box	Establishes an employee relationship. For more information, see Employee.
Check the Contingent Worker box	Establishes a contingent worker relationship. For more information, see Contingent Worker.
Check the Person of Interest box	Establishes a person of interest relationship. For more information, see Person of Interest with Job Data (on page 69) or Person of Interest without Job Data.

Note: If a person is created in EmpowHR and saved at this point without clicking **Add the Relationship**, the data will not be saved and an error message will appear instructing the user to complete the organizational relationship.

2. Click **Add the Relationship**. The person's relationship to the organization is added.

At this point, the following options are available:

Step	Description
Click Save	Saves the record.



Step	Description
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Views the data on the previous tab.
Click Next Tab	Views the data on the next tab.
Click Add	Returns the user to the applicable page to add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Add a Name

To Add a Name:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Add a Person** component. The Add Person tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 5: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



6. Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.
7. On the Add A Person page - Biographical Details tab, click the **Add Name** link. The Edit Name page is displayed.

Figure 6: Edit Name Page

8. Complete the fields as follows:

English Name Format	Description/Instruction
Prefix	Select the applicable prefix from the drop-down list.
*First	Required field. Enter the person's first name.
Middle Name	Enter the person's middle name.
*Last Name	Required field. Enter the person's last name.
Suffix	Select the applicable suffix from the drop-down list.
Display Name	Populated with the person's information entered in the fields above after clicking Refresh .
Formal Name	Populated with the person's information entered in the fields above after clicking Refresh .
Name	Populated with the person's information entered in the fields above after clicking Refresh .

At this point, the following options are available:



Step	Description
Click OK	Accepts the new data entered. The Add a Person page - Biographical Details tab is displayed.
Click Cancel	Cancels the action.

Add Address Detail

To Add Address Information:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Add a Person** component. The Add Person tab is displayed.

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Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 7: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

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[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Personal Information](#) > [Add a Person](#) > [Modify a Person](#)

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 31 + -
 *Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 31 0 Years 0 Months
 Date of Birth Re-enter 31
 Birth Country: USA Q
 Birth State: Q
 Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 31 + -
 *Gender: Unknown v

National ID Personalize | Find | View All 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number v			<input checked="" type="checkbox"/>

*Country of Citizenship Q ☐ Emergency Response Official
 Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 8: Add a Person Page - Biographical Details Tab



7. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

Person ID: NEW

Current Addresses

Address Type	As Of Date	Status	Address	First	1 of 1	Last
Home						

Phone Information

*Phone Type	Telephone	Extension	Preferred

Email Addresses

*Email Type	*Email Address	Preferred
Business		

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 9: Add a Person Page - Contact Details Tab

8. On the Add A Person page - Contact Details tab, click the **Add Address Detail** link. The Address History page is displayed.

Address Type: Home

Address History

*Effective Date	Country	*Status	Address:
04/14/2015	USA	A	

OK Cancel

Figure 10: Address History Page

9. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Address Type	Populated with the type of address.
Address History	Description/Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
Country	Enter the country or select a country by clicking the search icon.
*Status	Required field. Enter the status or select a status by clicking the search icon.
Address	Populated with information from the Add Address link. For more information, see Add an Additional Address (on page 15).

At this point, the following options are available:

Step	Description
Click OK	Accepts the new data entered. The Add a Person page - Contact Information tab is displayed.
Click Cancel	Cancels the action.

Add an Additional Address

To Add an Address:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Add a Person** component. The Add Person tab is displayed.

Figure 11: Add Person Tab



5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

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[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Personal Information](#) > [Add a Person](#) > [Modify a Person](#)

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 31 + -
 *Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 31 0 Years 0 Months
 Date of Birth Re-enter 31
 Birth Country: USA Q
 Birth State: Q
 Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 31 + -
 *Gender: Unknown v

National ID Personalize | Find | View All 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number v			<input checked="" type="checkbox"/>

*Country of Citizenship Q ☐ Emergency Response Official
 Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 12: Add a Person Page - Biographical Details Tab



7. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

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Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details | **Contact Details** | Organizational Relationships

Person ID: NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
				+ -	

Email Addresses Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Business			+ -	

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 13: Add a Person Page - Contact Details Tab

8. On the Add A Person page - Contact Details tab, click the **Add Address Detail** link. The Address History page is displayed.

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Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Address History

Address Type: Home

Address History Find First 1 of 1 Last

*Effective Date	Country	*Status	Address:		
04/14/2015	USA	A		Add Address	+ -

OK | Cancel

Figure 14: Address History Page



9. On the Address History page, click the **Add Address** link. The Edit Address page is displayed.

Figure 15: Edit Address Page

10. Complete the fields as follows:

Field	Description/Instruction
Country	System generated.
Address 1	Enter the first line of the address.
Address2	Enter the second line of the address, if applicable.
Address 3	Enter the third line of the address, if applicable.
City	Enter the city.
State	Enter the State or select a State by clicking the search icon.
Postal	Enter the postal (ZIP) code.
County	Enter the county.

At this point, the following options are available:

Step	Description
Click OK	Accepts and saves the new data entered. The Address History page is displayed.
Click Cancel	Cancels the action.



Establishing an Organizational Relationship

Only one organizational relationship can be selected when creating the Personal Data record. Additional relationships can be created directly from the **New Employment Instance**, **New Contingent Worker Instance**, **Add Person of Interest**, and **Add a POI Type to a Person** components.

If a person is created without a Job Data record or POI Type record, EmpowHR will save the person as a POI without a job with a POI Type of **Unknown**. When a record is created and saved for that person on the **Add an Employment Instance** component, **Add a Contingent Worker** component, or **Add a POI Instance** component, EmpowHR will delete the **Unknown** POI without job instance for that person.

For more information see:

Employee.....	20
Contingent Worker	26
Employment Data	39
Earnings Distribution	51
Benefits Program Participation	61
Person of Interest with Job Data	69

Employee

An employee organizational relationship is established when the person who is hired provides services to an organization on a regular basis in exchange for compensation. This person does not provide these services as part of an independent business.

To Add an Employee:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

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Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 16: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Display Name: Add Name

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter

Birth Country: USA

Birth State:

Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Gender: Unknown

National ID Personalize | Find | View All First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			<input checked="" type="checkbox"/>

*Country of Citizenship Emergency Response Official

Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 17: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.



Field	Description/Instruction
Name	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details | **Contact Details** | Organizational Relationships

Person ID: NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
				+ -	

Email Addresses Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Business			+ -	

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 18: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select



Field	Description/Instruction
	additional address types and add additional addresses. <u>Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.</u>
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

Figure 19: Add a Person Page - Organizational Relationships Page

2. On the Add a Person page - Organizational Relationships tab, check the Employee box.
3. Click **Add the Relationship** to save the data and establish the new person's organizational relationship. The **PAR Processing** - Hire Employee page - Data Control tab is displayed.
4. Complete the fields on the tabs of the Hire Employee page. For more information and instructions on completing these fields, see the EmpowHR PAR Processing procedure manual under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Contingent Worker

A contingent worker organizational relationship is established when the relationship of the person who provides services to an organization is under terms specified in a contract on a non-permanent basis.

To Add a Contingent Worker:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 20: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Display Name: Add Name

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter

Birth Country: USA

Birth State:

Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Gender: Unknown

National ID Personalize | Find | View All First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			<input checked="" type="checkbox"/>

*Country of Citizenship Emergency Response Official

Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

Biographical Details | Contact Details | Organizational Relationships

Figure 21: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.



Field	Description/Instruction
Name	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add a Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details | **Contact Details** | Organizational Relationships

Person ID: NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
				+ -	

Email Addresses Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Business			+ -	

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 22: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select



Field	Description/Instruction
	additional address types and add additional addresses. <u>Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.</u>
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

The screenshot shows the EmpowHR interface for adding a person. The top navigation bar includes 'Favorites', 'Main Menu', 'Workforce Administration', 'Personal Information', 'Biographical', 'Add a Person', and 'Modify a Person'. The 'Add a Person' sub-menu is active, showing 'Biographical Details', 'Contact Details', and 'Organizational Relationships'. The 'Organizational Relationships' tab is selected. The page title is '(US Dept of Agriculture) on USDAQA'. The 'Person ID' is 'NEW'. The 'Choose Org Relationship to Add' section has three radio buttons: 'Employee' (selected), 'Contingent Worker', and 'Person of Interest'. There is a dropdown menu next to 'Person of Interest'. An 'Add the Relationship' button is present. The 'Empl Record' is '0'. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons are links for 'Biographical Details', 'Contact Details', and 'Organizational Relationships'.

Figure 23: Add a Person Page - Organizational Relationships Page

2. On the Add a Person page - Organizational Relationships tab, check the **Contingent Worker** box. The Add a Person page - Work Location tab is displayed.

The screenshot shows the EmpowHR interface for adding a person, specifically the 'Work Location' tab. The top navigation bar is the same as in Figure 23. The 'Add a Person' sub-menu is active, showing 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is selected. The page title is '(US Dept of Agriculture) on USDAQA'. The 'CWR' (Contingent Worker Record) is 'CWR'. The 'ID' is 'ID:'. The 'Empl Record' is '0'. The 'Work Location' section has a 'Find' button and a '1 of 1' indicator. The 'HR Status' is 'Active'. The 'Job Status' is 'Active'. The 'Effective Date' is '04/17/2015'. The 'Sequence' is '0'. The 'Reason Code' is 'Reason Code:'. The 'Job Indicator' is 'Primary Job'. The 'Action' is 'Add Non-Employee'. The 'Last Start Date' is '04/17/2015'. The 'Termination Date' is 'Termination Date:'. The 'Expected Job End Date' is 'Expected Job End Date:'. The 'Position Number' is 'Position Number:'. The 'Position Entry Date' is 'Position Entry Date:'. The 'Override Position Data' button is present. The 'Position Management Record' is 'Position Management Record'. The 'Regulatory Region' is 'USA'. The 'Company' is 'United States'. The 'Business Unit' is 'STDBU'. The 'Department' is 'Standard BU for USDA'. The 'Department Entry Date' is 'Department Entry Date:'. The 'Location' is 'Location:'. The 'Establishment ID' is 'Establishment ID:'. The 'Date Created' is '04/17/2015'. At the bottom, there are buttons for 'OK', 'Cancel', and 'Apply'. Below the buttons are links for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. At the bottom right, there are buttons for 'Previous tab', 'Next tab', and 'Refresh'.

Figure 24: Add a Person Page - Work Location Tab

3. Complete the fields as follows:



Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	Description/Instruction
HR Status	System generated with the person's human resources (HR) status (i.e., Active for an active worker).
Job Status	System generated with the person's job status (i.e., Active for an active worker).
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
*Job Indicator	Required field. Select the applicable job indicator from the drop-down list. Valid values are Primary Job , Secondary Job , and Not Applicable . This field is used to process people with more than one organizational instance in a single organizational relationship.
*Action	Required field. Select the action requiring you to create or modify this record from the drop-down menu. The system displays a default value when a new employment, contingent worker, or POI instance is created.
Reason Code	Select the reason requiring you to create or modify this record from the drop-down menu. EmpowHR displays a default value when a new employment, contingent worker, or POI instance is created. The valid values for this field will vary based on the user's Agency and access level.
Last Start Date	Enter the most recent start date for this organizational instance.
Termination Date	Populated with the day before the termination effective date.
Expected Job End Date	<p>Enter the expected job end date for this job or select a date by clicking the calendar icon.</p> <p>If this job is a temporary assignment and a date is not entered here, a Temporary Assignment without End Date report can be ran to identify those assignments that do not have an end date. This date is necessary if you want the system to terminate this job and reactivate any substantive job that may be on hold.</p> <p>The system displays the day before the termination effective date as the termination date.</p>
Position Entry Date	Populated with the effective date based on the position number entered for this person. The data can be overridden by clicking Override



Field	Description/Instruction
	Position Data.
Position Number	<p>Enter the position number or select a number by clicking the search icon. The available entry or selection of the position number is dependant on the person type relationship.</p> <p>Define positions in the Position Information component in Position Management. Completing this field allows EmpowHR to complete position-related fields in the Position Information component with default data from the Add/Update Position Infor component, including job code, Department, location, supervisor level, reports to, and full-time or part-time status. The corresponding fields become unavailable for entry.</p> <p>A warning message will appear if a person is assigned to a position that is already filled and if the new appointment exceeds the maximum head count for that position. The system calculates the head count and displays the appropriate indicator in the Open//Filled field in the Add/Update Position Infor component when assignments are changed.</p>
Position Management Record	<p>Selected when changes are made to fields in the Add/Update Position Infor component that initiate a system update of fields here. When this box is selected, it indicates that the system inserts a data row on the Job Data pages.</p>
*Regulatory Region	<p>Required field. Populated based on the regulatory region specified for the position this person is associated with. The data can be overridden by clicking Override Position Data.</p> <p>If the person is not assigned to a position, this field is populated with the regulatory region for the person, based on the user preferences. This entry can be overridden.</p>
*Company	<p>Required field. Populated based on the Department (i.e., Agriculture) specified for the position associated with this person and cannot be modified. The data can be overridden by clicking Override Position Data.</p> <p>Populated with a default Department code if the person is not assigned to a position, but a company is assigned to a Department in the Department table.</p> <p>If no company is designated on the Department table, enter a company or select a company by clicking the search icon.</p>
*Business Unit	<p>Required field. Populated based on the business unit specified for the position associated with this person and cannot be modified. The data can be overridden by clicking Override Position Data.</p> <p>Populated with a default business unit if the person is not assigned to a position. The default can be overridden.</p>
Department Entry Date	<p>System generated.</p>
*Department	<p>Required field. Populated based on the position number entered.</p>



Field	Description/Instruction
Location	Populated based on the position number entered.
Establishment ID	Enter the establishment ID or select an ID by clicking the search icon.
Date Created	System generated.

4. Click **Calculate Status and Dates** to calculate the person's HR, job, or payroll status and the employment dates so that the changes can be reviewed before the component is saved. This button is displayed when changes are made to the effective date or to one of the status fields.
5. Click **Override Position Data** to enter exceptions to the default position data for this person. This opens up the unavailable fields, including Job Code and Depart; entries in these fields can be overridden. For example, the worker might have a higher salary grade than the standard grade that is associated with the position. When Override Position Data is clicked, the button becomes **Use Position Data**, and vice versa. This button is available only on new rows of data.

Note: If the defaults for position-related data are overridden, the employee data must be maintained manually; EmpowHR does not update the position data on the Job Data pages with data from the **Add/Update Position Infor** component unless Use Position Data is clicked.



6. Select the **Job Information** tab. The Add a Person page - Job Information tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Modify a Person

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

JOHN DOE CWR ID: XXXXXX Empl Record: 0

Job Information Find First 1 of 1 Last

Effective Date: 04/17/2015 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Add Reason Code: Current

*Job Code: [] Entry Date: []

Supervisor Level: []

Reports To: []

*Regular/Temporary: R:Regular *Full/Part: Full-Time

Empl Class: [] *Officer Code: None

*Regular Shift: N:N/A Shift Rate: []

Shift Factor: []

Standard Hours

Standard Hours: 40.00

Work Period: W Weekly

FTE: 0.000000

Contract #

Contract Number: [] Contract Type: []

Next Contract Number

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

OK Cancel Apply

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Figure 25: Add a Person Page - Job Information Tab

7. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number) for the person.
Job Information	Description/Instruction
Effective Date	Populated based on the data selected on the Work Location tab.



Field	Description/Instruction
Effective Sequence	System generated.
Job Indicator	Populated based on the data selected on the Work Location tab.
Action	Populated based on the data selected on the Work Location tab.
Reason Code	Populated based on the data selected on the Work Location tab.
*Job Code	<p>Required field. Populated based on the job code specified for the position associated with this person, the system enters a default job code and cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab.</p> <p>If the person is not assigned to a position, enter the job code or select a code by clicking the search icon.</p> <hr/> <p>Note: If this person is attached to a labor agreement on the Job Labor tab and that labor agreement is associated with job codes, a job code that is valid for the labor agreement must be selected.</p>
Entry Date	Populated with the date on which the person is first assigned to this job code. If you are using position management, this field cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab.
Supervisor Level	<p>If the person is not assigned to a position, enter the supervisor level or select a level by clicking the search icon.</p> <p>Supervisor levels are a class of positions that represent levels of some managerial or supervisory significance and can be used as another type of employee identifier.</p> <p>If a specified supervisor level of this position is associated with this person, the system enters a default supervisor level and this field cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab.</p>
Reports To	<p>Displays the position number, title, and name of the manager associated with this position.</p> <p>If a specified "reports to" number for this position is associated with this person, the system enters a default value and this field cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab.</p> <p>If the person is not assigned to a position and is assigned a reports to ID to a Department in the Department Table, a default reports to ID appears.</p> <p>If the person is not assigned to a position, enter the reports to ID or select an ID by clicking the search icon.</p>
*Regular/Temporary	Required field. Populated based on the position number entered or selected and cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab.



Field	Description/Instruction
*Full/Part	Required field. Populated based on the position number entered or selected and cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab. If the person is not assigned to a position, select the applicable value from the drop-down menu. Valid values are Full-time and Part-time .
Empl Class	Select the employee class from the drop-down list.
*Officer Code	Required field. Select the Officer Code from the drop-down list.
*Regular Shift	Required field. Populated based on the position number associated with the person and cannot be modified. The data can be overridden by clicking Override Position Data on the Work Location tab. Select the appropriate shift if the worker is working shifts. If the worker does not work shifts, leave the Shift Rate and Factor fields blank. The default value is N/A .
Shift Rate	Enter the Shift Rate information.
Shift Factor	Enter the Shift Factor information.
Standard Hours	Instruction
Standard Hours	Enter the number of standard hours.
Work Period	Enter the Work Period or select a work period by clicking the search icon.
FTE	Enter the full-time equivalent (FTE) information.
Contract #	Description/Instruction
Contract Number	Enter the contract number or select a number by clicking the search icon.
Contract Type	Populated information that corresponds with contract number entered or selected.

1. Click the **USA** icon to display the fields in the USA section. The Add a Person page - Job Information tab - USA section is displayed.

▼ USA

*FLSA Status: ▼ *EEO Class: ▼ Work Day Hours:

Figure 26: Add a Person Page - Job Information Tab - USA Section

2. Complete the fields as follows:



USA	Instruction
*FLSA Status	Required field. Select the Fair Labor Standards Act (FLSA) status from the drop-down list. Valid values are Exempt and Nonexempt . Defaults to Invalid Value .
*EEO Class	Required field. Select the Equal Employment Opportunity (EEO) class from the drop-down list.
Work Day Hours	Enter the work day hours.

At this point, the following options are available:

Step	Description
Click OK	Saves the record.
Click Cancel	Cancels the record.
Click Apply	Saves the record and sends it to NFC for processing.
Click Previous Tab	Views the data on the previous tab.
Click Next Tab	Views the data on the next tab.
Click Refresh	Refreshes the page.

Employment Data

This link allows users to enter the person's employment information.

To Enter Employment Data:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites > Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 27: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015
*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months
Date of Birth Re-enter
Birth Country: USA
Birth State:
Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015
*Gender: Unknown

▼ National ID Personalize | Find | View All First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			<input checked="" type="checkbox"/>

*Country of Citizenship ☐ Emergency Response Official

Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 28: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	Description/Instruction



Field	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details **Contact Details** Organizational Relationships

Person ID: NEW

Current Addresses Personalize Find View All First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize Find First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
					+ -

Email Addresses Personalize Find First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Business				+ -

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

Biographical Details | Contact Details | Organizational Relationships

Figure 29: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select additional address types and add additional addresses.



Field	Description/Instruction
	Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Modify a Person

Biographical Details | **Contact Details** | **Organizational Relationships**

Person ID: NEW

Choose Org Relationship to Add

☐ Employee ☐ Contingent Worker ☐ Person of Interest

Add the Relationship

Empl Record: 0

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 30: Add a Person Page - Organizational Relationships Page

2. On the Add a Person page - Organizational Relationships tab, check the **Contingent Worker** box. The Add a Person page - Work Location tab is displayed.

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Modify a Person

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

CWR ID: Empl Record: 0

Work Location

Find First 1 of 1 Last

HR Status: Active Job Status: Active Calculate Status and Dates Go To Row

*Effective Date: 04/17/2015 Sequence: 0 *Job Indicator: Primary Job

*Action: Add Non-Employee Reason Code:

Last Start Date: 04/17/2015 Termination Date:

Expected Job End Date:

Position Number: Position Entry Date:

Override Position Data Position Management Record

*Regulatory Region: USA United States

*Company:

*Business Unit: STDBU Standard BU for USDA Department Entry Date:

*Department:

Location:

Establishment ID: Date Created: 04/17/2015

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

OK | Cancel | Apply

[Previous tab](#) | [Next tab](#) | [Refresh](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Figure 31: Add a Person Page - Work Location Tab

3. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	Description/Instruction
HR Status	System generated with the person's human resources (HR) status (i.e., Active for an active worker).
Job Status	System generated with the person's job status (i.e., Active for an active worker).
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
*Job Indicator	Required field. Select the applicable job indicator from the drop-down list. Valid values are Primary Job , Secondary Job , and Not Applicable . This field is used to process people with more than one organizational instance in a single organizational relationship.



- Click the **Employment Information** link at the bottom of any tab on the Add a Person page. The Employment Information tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HERE TO RETIRE

Favorites | Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Modify a Person

Employment Information

JOHN DOE CWR ID: XXXXXX Empl Record: 0

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: ☐ Override

Last Start Date: First Start Date: Years Months Days

Termination Date: Org Instance Service Date: ☐ Override 0 0 0

Provider ID:

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 04/17/2015 First Assignment Start: 04/17/2015

Assignment End Date: Home/Host Classification: Home Years Months Days

Company Seniority Date: ☐ Override 0 0 0

Benefits Service Date: ☐ Override 0 0 0

Seniority Pay Calc Date: ☐ Override 0 0 0

Probation Date:

Commencing Date of Service: Last Verification Date:

Business Title: Position Phone:

▶ USA

[Job Data](#) Employment Data [Earnings Distribution](#) [Benefits Program Participation](#)

OK Cancel Apply Refresh

Figure 32: Employment Information Tab

- Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Organizational Instance	Description/Instruction
Organizational Instance Rcd	Populated with the organizational instance record number. The number of the instance associated with the job data record. The organizational instance record number is the same as the Empl Record of the controlling instance.
Original Start Date	Populated with the system date on which the job data record is first created in the system. This date is not the effective date of the first job data record or the effective date of the job data row with the action of HIR . This date can be overridden to reflect an earlier start date (for example, the person has previously worked for the organization).



Field	Description/Instruction
Override	Check this box if the original start date is modified to reflect an earlier start date than the system populated date.
Last Start Date	<p>Populated with the most recent start date for the current organization instance. The system populates this field originally with the effective date of the controlling instance's job data row with the action of HIR and then refreshes it with the effective date of job data rows with the actions REH (for employees) or RNW (for contingent workers).</p> <hr/> <p>Note: This date is different from the first start date if the organization instance has been inactive and then reactivated.</p>
First Start Date	<p>Populated with the first start date for the current organization instance. The system populates this field with the effective date of the first job data row with the action of HIR (for employees) or ADD (for contingent workers) from the controlling instance.</p> <hr/> <p>Note: This date is used as the hire date in reports. This date is not refreshed unless a new row in the controlling instance with one of these actions is added. This would only be necessary if the hire date needs to be reset.</p>
Termination Date	<p>Populated with the effective date of the controlling instance's job data row with the action of TER (terminated) or COM (completed), if applicable.</p> <p>If a person's controlling instance is rehire or renew, the system clears this field.</p>
Years	Populated with the amount of years of service for the person.
Months	Populated with the amount of months of service for the person.
Days	Populated with the amount of days of service for the person.
Org Instance Service Date	Populated with the system date on which the current job data record was created in the system. This date can be earlier than the effective date of the first job data record or the effective date of the job data row with the action of HIR . This date can be overridden to reflect an earlier service date (for example if the person has previously worked for the organization). The system calculates the number of years, months, and days of service for the person.
Override	Check this box if the organizational instance service date is modified to reflect an earlier service date than the system populated date.
Provider ID	Enter the provider ID or select an ID by clicking the search icon.
Organizational Assignment Data	Description/Instruction



Field	Description/Instruction
Instance Record	
Last Assignment Start Date	Populated with the most recent start date for the current assignment. The system populates this field with the effective date of the job data row with an action that reactivates the assignment. This date is different from the first assignment start date if this assignment has been inactive and then reactivated.
First Assignment Start	Populated with the first start date for the current assignment. The system populates this field with the effective date of the first job data row with an action that activates the assignment.
Assignment End Date	Populated with the effective date of the job data row with the action of TER (terminated) or COM (completed), if applicable.
Home/Host Classification	Applies to workers who are on assignments and identifies whether the current job is at the worker's home location of the assignment location. Select Home for a new hire.
Years	Populated with the amount of years of seniority for the person.
Months	Populated with the amount of months of seniority for the person.
Days	Populated with the amount of days of seniority for the person.
Company Seniority Date	Displays the company seniority date. This date can be modified by selecting the override box and then entering another company seniority date or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of seniority for the person.
Override	Check this box to override the company seniority date.
Benefits Service Date	Displays the date of service for a person. This date can be modified by selecting the override box and then entering another benefits service date or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of service for a person, including any credit for military leave or the total amount of time that the person works for multiple Departments in the organization. This date is used to calculate benefits eligibility.
Override	Check this box to override the benefit service date.
Years	Populated with the amount of years of service for the person.
Months	Populated with the amount of months of service for the person.
Days	Populated with the amount of days of service for the person.
Seniority Pay Calc Date	Displays the seniority pay calculation date. This date can be modified by selecting the override box and then entering the date the system should use to calculate seniority-based pay or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of seniority pay



Field	Description/Instruction
	calculation for the person. <u>Note: EmpowHR used the original start date as the default value.</u>
Override	Check this box to override the seniority pay calculation date.
Years	Populated with the amount of years of seniority pay calculation for the person.
Months	Populated with the amount of months of seniority pay calculation for the person.
Days	Populated with the amount of days of seniority pay calculation for the person.
Probation Date	Enter the date the worker is placed on probation or select a date by clicking the calendar icon.
Commencing Date of Service	Enter the commencing date of service or select a date by clicking the calendar icon.
Last Verification Date	Enter the date the person verified his/her personal data in the system or select a date by clicking the calendar icon.
Business Title	Populated with the default title for the position number that is assigned to the person on the Contingent Worker page - Work Location tab.
Position Phone	Populated with the default phone number for the position number that is assigned to the person on the Add a Contingent Worker page - Work Location tab.

1. Click the **USA** icon to display the following.

▼ **USA**

Owns 5% (or More) of Company: ☐

Appointment End Date: Contract Length: Not Applicabl

☐ Accrue Tenure Services FTE for Tenure Accrual:

Service Calculation Group: FTE for Flex Service Accrual:

Figure 33: Employment Information Tab - USA Section

2. Complete the fields as follows:

USA	Instruction
Owns 5% (or More) of Company	Check this box if applicable.



Appointment End Date	Enter the appointment end date or select a date by clicking the calendar icon.
Contract Length	Select a contract length from the drop-down menu.
Accrue Tenure Services	Check this box to activate the tenure accrual.
FTE for Tenure Accrual	Enter the FTE to be used in tenure accruals. FTE cannot be greater than 1.0. On multiple jobs, the sum of the FTEs of all the jobs selected to accrue tenure cannot be greater than 1.0.
Service Calculation Group	Enter the Service Calculation Group that represents a group of employees who have the same calculation rules applied to their service accrual process or select a group by clicking the search icon.
FTE for Flex Service Accrual	Enter the FTE value to be used in prorating the worker's accrued service.

Note: If you choose **OK**, you are returned to the Add a Person page - Organizational Relationships tab.

At this point, the following options are available:

Step	Description
Click OK	Saves the record.
Click Cancel	Cancels the record.
Click Apply	Saves the record and sends it to NFC for processing.
Click Refresh	Refreshes the page.

Earnings Distribution

This link allows users to distribute standard earnings for a person.

To Enter Employment Data:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites > Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Figure 34: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015
*Display Name: [Add Name](#)

Biographic Information

*Date of Birth: 0 Years 0 Months
Date of Birth Re-enter
Birth Country: USA
Birth State:
Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015
*Gender: Unknown

▼ National ID Personalize | Find | View All First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			<input checked="" type="checkbox"/>

*Country of Citizenship Emergency Response Official ☐

Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 35: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	Description/Instruction



Field	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details **Contact Details** Organizational Relationships

Person ID: NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
				+ -

Email Addresses Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
Business			+ -

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

Biographical Details | **Contact Details** | Organizational Relationships

Figure 36: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select additional address types and add additional addresses.



Field	Description/Instruction
	Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

Figure 37: Add a Person Page - Organizational Relationships Page

2. On the Add a Person page - Organizational Relationships tab, check the **Contingent Worker** box. The Add a Person page - Work Location tab is displayed.

Figure 38: Add a Person Page - Work Location Tab

3. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	Description/Instruction
HR Status	System generated with the person's human resources (HR) status (i.e., Active for an active worker).
Job Status	System generated with the person's job status (i.e., Active for an active worker).
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
*Job Indicator	Required field. Select the applicable job indicator from the drop-down list. Valid values are Primary Job , Secondary Job , and Not Applicable . This field is used to process people with more than one organizational instance in a single organizational relationship.



- Click the **Earnings Distribution** link at the bottom of any tab on the Add a Person page. The Job Earnings Distribution is displayed.

Figure 39: Job Earnings Distribution Tab

- Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Earnings Distribution Type	Description/Instruction
Effective Date	Populated with the effective date.
Effective Sequence	Populated with the effective sequence number.
Job Indicator	Populated with the job indicator.
Action	Populated with the action.
Reason Code	Populated with the applicable reason.
Standard Hours	Populated with the number of standard hours for the person.
Work Period	Populated with the work period of the person.



Field	Description/Instruction
Compensation Rate	Populated with the person's compensation rate.
Comp Freq	Populated with the frequency of compensation for the person.
*Earnings Distribution Type	Required field. Select an earnings distribution type from the drop-down menu.
Job Earnings Distribution	Instruction
Position	Enter the position number or select a number by clicking the search icon.
Unit	Enter the unit or select a unit by clicking the search icon.
Department	Enter the Department or select a Department by clicking the search icon.
Job Code	Enter the job code or select a code by clicking the search icon.
Shift	Select a shift from the drop-down list.
*Earn Code	Required field. Enter the earn code or select a code by clicking the search icon.
GL Pay Type	Enter the GL pay type.
Compensation Rate	Enter the compensation rate or select a rate by clicking the calculator icon. This field is only available if the earnings distribution type is By Amount .
Std Hrs	Enter the number of standard hours. This field is only available if the earnings distribution type is By Hours .
Distrb %	Enter the distribution percent. This field is only available if the earnings distribution type is By Percent .
Earnings Chartfields	Description
Combination Code	Populated based the information entered from the Edit Chart fields link.

Note: If you choose **OK**, you are returned to the Add a Person page - Organizational Relationships tab.

To modify the information, you can click the **Edit Chart Fields** link.

At this point, the following options are available:

Step	Description
Click Search	Searches for all accounts related to the combination code entered.



Step	Description
Click OK	Accepts the entries and return to the Add a Person page - Job Earnings Distribution tab.
Click Cancel	Cancels the entries and return to the Add a Person page - Job Earnings Distribution tab.
Click Refresh	Refreshes the page

Benefits Program Participation

This link allows users to enter the person's benefit information.

To enter benefits program participation data:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Add a Person** component. The Add Person tab is displayed.

Figure 40: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as New until the record is saved.



- Click the **Add the Person** link. The Add a Person page - Biographical Details tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details Contact Details Organizational Relationships

Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Display Name: Add Name

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter

Birth Country: USA

Birth State:

Birth Location:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/14/2015 + -

*Gender: Unknown

National ID Personalize | Find | View All First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			<input checked="" type="checkbox"/>

*Country of Citizenship Emergency Response Official

Notes:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 41: Add a Person Page - Biographical Details Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.



Field	Description/Instruction
Name	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
*Display Name	<p>Required field. Populated with data entered from the Add a Name link. See field instructions for Add a Name (on page 10). The name entered on this link will be populated in the PAR section.</p> <p>Note: The Add a Name link becomes the Edit Name link if the person's name has been added.</p>
Biographic Information	Description/Instruction
*Date of Birth	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	Instruction
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Gender	Required field. Select the applicable gender from the drop-down list. Valid values are Male , Female , and Unknown . The gender selected in this field will be populated in the PAR section.
National ID	Description/Instruction
Country	Populated with USA.
*National ID Type	Required field. Defaults to the SSN and cannot be changed.



Field	Description/Instruction
*National ID	Required field. Enter the SSN. The SSN entered here will be populated in the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
*Country of Citizenship	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

1. Select the **Contact Details** tab. The Add a Person page - Contact Details tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Add a Person > Modify a Person

Biographical Details | **Contact Details** | Organizational Relationships

Person ID: NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home				Add Address Detail	+ -

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
				+ -	

Email Addresses Personalize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Business			+ -	

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Biographical Details](#) | [Contact Details](#) | [Organizational Relationships](#)

Figure 42: Add a Person Page - Contact Details Tab

2. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	Description/Instruction
Address Type	Select the type of address that appears in this row. The field is populated with Home for the first address entered. Click + to select



Field	Description/Instruction
	additional address types and add additional addresses. <u>Note: The data entered for the home and mailing address for Federal employees will be populated in the PAR section.</u>
As Of Date	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Status	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Address	Populated with the information entered from the Add Address Detail link. See field instructions for Add Address Detail (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see Add Address Detail (on page 12).
Phone Information	Instruction
*Phone Type	Required field. Select the applicable phone type that corresponds with the telephone number. Select Main to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	Instruction
*Email Type	Required field. Select the email type from the drop-down list. Click + to select additional email address types and add additional email addresses.
*Email Address	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.



1. Select the **Organizational Relationships** tab. The Add a Person page - Organizational Relationships tab is displayed.

The screenshot shows the EmpowHR interface for adding a person. The top navigation bar includes 'Favorites', 'Main Menu', 'Workforce Administration', 'Personal Information', 'Biographical', 'Add a Person', and 'Modify a Person'. The 'Add a Person' sub-menu is open, showing 'Biographical Details', 'Contact Details', and 'Organizational Relationships'. The 'Organizational Relationships' tab is selected. Below the tabs, there's a 'Person ID' field with the value 'NEW'. A section titled 'Choose Org Relationship to Add' contains three checkboxes: 'Employee', 'Contingent Worker', and 'Person of Interest'. The 'Contingent Worker' checkbox is selected. To the right of these checkboxes is a dropdown menu and a button labeled 'Add the Relationship'. Below this section is a row of buttons: 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', 'Include History', and 'Correct History'. At the bottom, there are links for 'Biographical Details', 'Contact Details', and 'Organizational Relationships'.

Figure 43: Add a Person Page - Organizational Relationships Page

2. On the Add a Person page - Organizational Relationships tab, check the **Contingent Worker** box. The Add a Person page - Work Location tab is displayed.

The screenshot shows the EmpowHR interface for adding a person, specifically the 'Work Location' tab. The top navigation bar is the same as in Figure 43. The 'Add a Person' sub-menu is open, and the 'Work Location' tab is selected. Below the tabs, there's a 'CWR' label and an 'ID' field. To the right, there's an 'Empl Record' field with the value '0'. A section titled 'Work Location' contains various fields and buttons. It includes 'HR Status' (Active), 'Job Status' (Active), 'Effective Date' (04/17/2015), 'Sequence' (0), 'Reason Code' (dropdown), and 'Job Indicator' (Primary Job). There are buttons for 'Calculate Status and Dates' and 'Go To Row'. Below this, there's a section for 'Last Start Date' (04/17/2015), 'Termination Date', 'Expected Job End Date', 'Position Number', 'Position Entry Date', 'Regulatory Region' (USA), 'Company' (STDBU), 'Business Unit' (Standard BU for USDA), 'Department', 'Location', 'Establishment ID', and 'Date Created' (04/17/2015). At the bottom, there are buttons for 'OK', 'Cancel', and 'Apply'. Below these buttons are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the very bottom, there are buttons for 'Previous tab', 'Next tab', and 'Refresh'.

Figure 44: Add a Person Page - Work Location Tab

3. Complete the fields as follows:



Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	Description/Instruction
HR Status	System generated with the person's human resources (HR) status (i.e., Active for an active worker).
Job Status	System generated with the person's job status (i.e., Active for an active worker).
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
*Job Indicator	Required field. Select the applicable job indicator from the drop-down list. Valid values are Primary Job , Secondary Job , and Not Applicable . This field is used to process people with more than one organizational instance in a single organizational relationship.



- Click the **Benefits Program Participation** link at the bottom of any tab on the Contingent Add a Person page. The Benefit Program Participation tab is displayed.

Figure 45: Benefit Program Participation Tab

- Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Benefit Record Number	Populated with the benefit record number which is an identifier that links two or more jobs for benefits purposes. The value is set to 0 by the system. The value can be overridden to attach this job to a different benefit record number. The system clears the benefits program data and repopulates it with values that are attached to the benefit record number that is entered.
Benefit Status	Description/Instruction
Effective Date	Populated with the effective date.
Effective Sequence	Populated with the effective sequence.
Action	Populated with the action selected on the Contingent Worker page - Work Location tab.
Reason Code	Populated with the reason selected on the Contingent Worker page -



Field	Description/Instruction
	Work Location tab.
*Benefits System	Required field. Select a benefits system from the drop-down menu. <u>Note: Select Not Managed in PeopleSoft to filter out persons who have insufficient employment and job information to support benefit enrollment.</u>
Benefits Employee Status	Populated with the benefit status of the employee.
Annual Benefits Base Rate	Enter the base rate of the annual benefits or select a rate by clicking the calculator icon.
Benefit Program Participation	Description/Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Benefit Program	Required field. Enter the benefit program or select a program by clicking the search icon.
Currency Code	Populated with the code of the currency that is specified for the benefit program in the Benefit Program table.

At this point, the following options are available:

Step	Description
Click OK	Accepts the new data entered. The Add a Person page - Organizational Relationships tab is displayed.
Click Cancel	Cancels the action.
Click Apply	Applies the new data. The Add a Person page - Organizational Relationships tab is displayed.
Click Refresh	Refreshes the page.

After the appropriate relationship data is entered and saved, the Add a Person page - Organizational Relationships tab is displayed.

Person of Interest with Job Data

A person of interest with a job data organizational relationship is established when the person is of interest to the organization and has job data, but does not have an employee or a contingent worker relationship with the organization.



To Add a Person of Interest with Job Data:

1. On the Add a Person page - Organizational Relationships tab, check the **Person of Interest** box.
2. Select the type of Person of Interest to be added. The valid values in this drop-down menu will vary based on the user's Agency and access level.
3. Click **Add the Relationship**. The Add Person of Interest tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Modify a Person

Add Person of Interest

JOHN DOE Person ID: XXXXXX

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

Effective Date: 04/17/2015

*Security Access Type	Enabled	Value 1	Value 2
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Person of Interest History Personalize | Find | First 1 of 1 Last

	*Effective Date	*Organizational Relationship Status	Planned Exit	More Information
1	04/17/2015	A		

OK Cancel Apply

Figure 46: Add Person of Interest Tab

4. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Person of Interest Type	Populated with the type of Person of Interest to be added selected.
Security Data	Description/Instruction
Effective Date	Populated with *Effective Date entered on the Add a Person page - Biographical Details tab.
*Security Access Type	Click the down arrow to select the type of security access to be granted to the person.



Field	Description/Instruction
Enabled	Check this box if the security access has been granted.
Value 1	Enter the applicable information about the security access or click the search icon to search for the information to be entered.
Value 2	Enter the applicable information about the security access or click the search icon to search for the information to be entered. This field is only used if there more than one type of information to be entered. The Value 1 field should be used if there is only one type to be entered.
Person of Interest History	Instruction
*Effective Date	Required field. Enter the applicable effective date for this entry or click the calendar icon to select a date.
*Organization Relationship Status	Required field. Enter the applicable status or click the search icon to search for the applicable status. This field defaults to A (active).
Planned Exit	Enter the applicable planned exit date for the person or click the calendar icon to select a date.
More Information	Click the down arrow to select any additional information to be added about the person.

At this point, the following options are available:

Step	Description
Click OK	Accepts and saves the new data entered.
Click Cancel	Cancels the action.
Click Apply	Saves the information and sends the information to NFC for processing.

After the appropriate relationship data is entered and saved, the Add a Person page - Organizational Relationships tab is displayed.

Search for Matching Persons

To Search for Matching Persons:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Add a Person** component. The Add Person tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites > Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person

Add Person

Person ID: [Search for Matching Persons](#)


[Add the Person](#)

Figure 47: Add Person Tab



- On the Add a Person tab, click the **Search for Matching Persons** link. The Search Criteria page is displayed.

(US Dept of Agriculture) on USDAQA





[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Personal Information](#) > [Biographical](#) > [Add a Person](#) > [Search for People](#)

Search Criteria

Search Type: Person ☐ Ad Hoc Search
Search Parameter: PSHR_SAVE_TIME HR Auto Run at Save Time

Search Result Rule
Search Result Code: 
[User Default](#)

Search Criteria

Search Fields	Value
First Name Search	<input type="text"/> 
Last Name Search	<input type="text"/> 
Date of Birth	<input type="text"/> 
Gender	<input type="text"/> 

Search by Order Number

Search Order	Description	
30	Name,Bday,Gender	<input type="button" value="Selective Search"/>
40	Name,Gender	<input type="button" value="Selective Search"/>
50	Name Only	<input type="button" value="Selective Search"/>

Figure 48: Search Criteria Page

- Complete the fields as follows:

Field	Description/Instruction
Search Type	System generated.
Ad Hoc Search	Not used.
Search Parameter	Populated with the guidelines of the search and cannot be modified.
Search Result Rule	Instruction
Search Result Code	Enter the applicable search code or select a code by clicking the search



Field	Description/Instruction
	icon.
Search Criteria Search Fields	Instruction
Value	Click the search icon to select the applicable search value for that line of the search criteria.
Search by Order Number	Description
Search Order	Populated.
Description	Populated with the description of the corresponding search order.

At this point, the following options are available:

Step	Description
Click Search	Searches based on the criteria entered.
Click Clear All	Clears all prior entries on this page.
Click Carry ID Reset	Not used.



Modifying a Person

The **Modify a Person** component allows the user to modify information about a person.

To Modify a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Modify a Person** component. The Personal Data page - Find an Existing Value tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Modify a Person

Personal Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Empl ID: begins with []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

Middle Name: begins with []

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Figure 49: Personal Data Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p>



Field	Description/Instruction
	Enter the employee's nickname.
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's middle name.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Add a Person page - Biographical Details tab is displayed. Locate the field(s) to be modified and see field instructions in *Add a Person* (on page 3) for the Biographical Details, Contact Information, and Regional tabs for further information.

Note: Fields that require a PAR for Federal employees cannot be modified on this page. Those actions must be processed through the HR Processing page.

This section includes the following topics:

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New Employment Instance United States Federal (USF)	94
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Additional Names

The **Additional Names** component allows the user to maintain additional name types for a person.

To Add an Additional Name:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.
4. Select the **Additional Names** component. The Additional Names page - Find an Existing Value tab is displayed.

Figure 50: Additional Names Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Search by	Select the applicable value from the drop-down menu, then enter the appropriate search criteria.



Field	Description/Instruction
begins with	Enter the appropriate search criteria based on the selection made in the Search by field.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.

- Click **Search** to select the applicable person. The Names Other tab is displayed.

Figure 51: Names Other Tab

The fields are displayed as follows:

Field	Description
Person ID	Populated with the system-generated ID.
Current Names	Description
Type of Name	Populated with the type of name for this person.
As Of Date	System populated.
Name	Populated with the name of the person.
Status	Populated with the status of the person.



- Click the **View Name History** link. The Name History page is displayed.

EmpowHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Add a Person > Search for People > Additional Names

Name History

Type of Name: Primary

Name Find First 1 of 1 Last

Effective Date: 12/31/2001	Name: Doe John	Status: A:Active
-------------------------------	-------------------	---------------------

[View Name](#)

OK Cancel

Figure 52: Name History Page

The fields are displayed as follows:

Name History	Description
Type of Name	Populated with the type of name.
Name	Description
Effective Date	Populated with the effective date.
Name	Populated with the full name of the employee.
Status	Populated with the status of the name.

- Click **OK**. The Additional Names page - Names Other tab is displayed.

OR

Click **Cancel**. The Additional Names page - Names Other tab is displayed.



OR

Click the **View Name** link. The View Name page is displayed.

Figure 53: View Name Page

The fields are displayed as follows:

English Name Format	Description
Prefix	Populated with the prefix of the employee's name.
First	Populated with the first name of the employee.
Middle Name	Populated with the middle name of the employee.
Last Name	Populated with the last name of the employee.
Suffix	Populated with the suffix of the employee's name.
Display Name	Populated with the employee's first and last name.
Formal Name	Populated with the prefix and the first and last name of the employee.
Name	Populated with the last, first, and middle name of the employee.

- Click **OK**. The Name History page is displayed.

OR

Click **Cancel**. The Name History page is displayed.



10. Click **OK**. The Additional Names page - Names Other tab is displayed.

OR

Click **Cancel**. The Additional Names page - Names Other tab is displayed.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Driver's License Data

The **Driver's License Data** component allows the user to identify or modify driver's license information.

To Enter Driver's License Data:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Driver's License Data** component. The Driver's License Data page - Find an Existing Value tab is displayed.

Figure 54: Drivers License Data Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	<p>Enter the beginning specific character or characters of the employee ID.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p>



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>



6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Drivers License tab is displayed.

The screenshot shows the EmpowHR web application interface. At the top, there's a navigation bar with links like 'Favorites', 'Main Menu', 'Workforce Administration', 'Personal Information', 'Biographical', and 'Driver's License Data'. Below this, a 'Drivers License' tab is selected. The form is titled 'Driver's License Information' and is for 'John Doe' with 'Person ID: XXXXXX'. It contains several input fields: '*Driver's License #', 'Country' (set to USA), 'State', 'Issue Location', 'Issuing Authority', 'Valid from/to' (with date pickers), 'Number of Violations' (0), 'Number of Points' (0), and a checkbox for 'License Suspended'. There's also a 'Comment' text area. Below the main form is a 'License Type' section with a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Figure 55: Drivers License Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Driver's License Information	Description/Instruction
*Driver's License #	Required field. Enter the driver's license number.
Country	Defaults to USA . Enter the country the driver's license was issued or select a country by clicking the search icon. The full name of the entry or selection is displayed to the right of the field.
State	Enter the State in which the driver's license was issued or select a State by clicking the search icon.



Field	Description/Instruction
Issue Location	Enter the location the driver's license was issued (i.e., State of Louisiana).
Issuing Authority	Enter the issuing authority (i.e., Louisiana Department of Motor Vehicles).
Valid from/to	Enter the dates the driver's license is valid from and to or select the dates by clicking the calendar icon.
Number of Violations	Enter the number of violations.
Number of Points	Enter the number of points.
License Suspended	Check this box if the employee's license has ever been suspended.
Comment	Enter any applicable comments.
License Type	Instruction
License Type	Enter the type of license or select a type by clicking the search icon.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

Volunteer Activities

The **Volunteer Activities** component allows the user to identify a person's participation in volunteer programs.

To Enter Volunteer Activities:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



- Select the **Volunteer Activities** component. The Volunteer Activities page - Find an Existing Value tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Volunteer Activities

Volunteer Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Second Name: begins with ▼

Alternate Character Name: begins with ▼

Middle Name: begins with ▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 56: Volunteer Activities Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.
	OR
	Click the down arrow for additional options to narrow results.
Name	OR
	Enter the employee ID.
	Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>



6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Volunteer Activities tab is displayed.

Figure 57: Volunteer Activities Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Volunteer Activities	Instruction
*Volunteer Organization	Required field. Enter the volunteer organization or select an organization by clicking the search icon.
*Start Date	Required field. Enter the start date or select a date by clicking the calendar icon.
End Date	Enter an end date or select a date by clicking the calendar icon.
Chapter Name	Enter the chapter name.
Volunteer Status	Select the applicable status. Values are Part-time or Full-time .



Field	Description/Instruction
*Type of Volunteer	Required field. Click the down arrow to select the applicable type of volunteer. Valid values are: Administr Canvasser Executive Fund Raise Other
Is Volunteer on Leave	Check this box if applicable.

At this point the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

General Comments

The **General Comments** component allow the user to enter comments about a person.

To Enter General Comments:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



- Select the **General Comments** component. The General Comments page - Find an Existing Value tab is displayed.

General Comments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Second Name: begins with ▼

Alternate Character Name: begins with ▼

Middle Name: begins with ▼

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Figure 58: General Comments Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	<p>Enter the beginning specific character or characters of the employee ID.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p>



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>



6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The General Comments tab is displayed.

Figure 59: General Comments Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
General Comments	Instruction
Comments By	Enter the name of the person entering the comments.
Comment Date	Enter the comment date or select a date by clicking the calendar icon.
Comment	Enter the comments.

At this point, the following options are available:

Option	Description
--------	-------------



Option	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

New Employment Instance United States Federal (USF)

The **New Employment Instance USF** component allows the user to create a new employee instance along with the job data for the employee. This will also create a new Employee Record Number.

To Create a New Employee Instance:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Organizational Relationships** menu item.



- Select the **New Employment Instance USF** component. The New Employment Instance USF Page - Find an Existing Value Tab is displayed.

Figure 60: New Employment Instance USF - Find an Existing Value Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	<p>Enter the beginning specific character or characters of the employee ID.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p>



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Social Security Number	<p>Enter the employee's SSN.</p>



Field	Description/Instruction
Case Sensitive	Check this box if applicable.

- Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

- Select the applicable value from the search results. The New Employment Instance USF tab is displayed.



Figure 61: New Employment Instance USF Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Enter the Person ID or select an ID by clicking the search icon.

- Click the **Add The Relationship** link. The Data Control tab of the **PAR Processing** component is displayed. For more information, see EmpowHR, Section 5, PAR Processing.

New Contingent Worker Instance

The **New Contingent Worker Instance** component allows the user to create a new contingent worker instance along with the job data for the person. This will also create a new employee record number.

To Create a New Contingent Worker Instance:

- On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
- Select the **Personal Information** menu.
- Select the **Organizational Relationships** menu item.



4. Select the **New Contingent Worker Instance** component. The Add Contingent Worker Instance page - Add a New Value tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Organizational Relationships > New Contingent Worker Instance

Add Contingent Worker Instance

Add a New Value

Empl ID:

Empl Record:

Add

Figure 62: Add Contingent Worker Instance Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID or select an ID by clicking the search icon.
Empl Record	Enter the Employee Record Number.

6. Click **Add**. The Contingent Worker page - Work Location tab is displayed. See Contingent Worker for more information.

POI Relationship

To Add a POI Relationship:

This component will create a new POI instance with or without job data for the person. This will also create a new Employee Record Number.

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Organizational Relationships** menu item.



4. Select the **Add a POI Relationship** component. The Add a New Relationship page - Add a New Value tab is displayed.

Figure 63: Add a New Relationship Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID or select an ID by clicking the search icon.
Person of Interest Type	Enter the Person of Interest type or select a type by clicking the search icon.

6. Click **Add**. The Person of Interest page - Add Person of Interest tab is displayed. See *Person of Interest with Job Data* (on page 69) or Person of Interest without Job Data for more information.

Prior Work Experience

The Prior Work Experience allows the user to enter a person's previous work experience.

To Enter Prior Work Experience:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Biographical** menu item.



4. Select the **Prior Work Experience** component. The Prior Work Experience page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR interface. At the top, there's a logo for 'EMPowHR SOLUTIONS FROM HIRE TO RETIRE' and a header '(US Dept of Agriculture) on USDAQA'. Below this is a navigation bar with links: Favorites, Main Menu, Workforce Administration, Personal Information, Biographical, and Prior Work Experience. The 'Prior Work Experience' section is active, showing a title 'Prior Work Experience' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. Under the tab is a 'Search Criteria' section with several input fields: 'Empl ID:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a 'begins with' dropdown menu and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 64: Prior Work Experience Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Click the down arrow for additional options to narrow results. OR Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. OR Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>

- Click **Search** to search for the values entered.



OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Prior Work Experience tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Biographical > Prior Work Experience

Prior Work Experience

John Doe Person ID: XXXXXX

Years of Work Experience: 0.0

Prior Work Experience Find | View All First 1 of 1 Last

Sequence Number:	1	
*Start/End Date:		<input type="checkbox"/> Relevant Work Experience
Employer:		
Country:	USA United States	
City:		
State:		
Phone:		
Ending Job Title:		
Ending Pay Rate:		Pay Frequency: Annual
Description:		

Save Return to Search Previous in List Next in List Notify

Figure 65: Prior Work Experience Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Years of Work Experience	System generated.
Prior Work Experience	Instruction
Sequence Number	Enter the sequence number.
*Start/End Date	Required field. Enter the start/end date of the work experience or select



Field	Description/Instruction
	the dates by clicking the calendar icon.
Relevant Work Experience	Check this box if applicable.
Employer	Enter the employer.
Country	Defaults to USA for the country abbreviation and United States for the literal. Enter a different country abbreviation or select a country code by clicking the search icon.
City	Enter the city or select a city by clicking the search icon.
State	Enter the State or select a State by clicking the search icon.
Phone	Enter the phone number.
Ending Job Title	Enter the last job title held.
Ending Pay Rate	Enter the ending pay rate or select a pay rate by clicking the currency icon.
Pay Frequency	Select the pay frequency from the drop-down menu.
Description	Enter the description of the work experience gained.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

Job Data

The **Job Data** component allows the user view and modify job data for Contingent Workers and POIs with jobs only.

To View/Modify Job Data:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.



2. Select the **Job Information** menu.
3. Select the **Job Data** component. The Job Data page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR web interface. At the top, there is a logo for 'EMPowHR SOLUTIONS FROM HERE TO RETIRE' and a header for '(US Dept of Agriculture) on USDAQA'. Below the header is a navigation bar with links: 'Favorites', 'Main Menu', 'Workforce Administration', 'Job Information', and 'Job Data'. The 'Job Data' section is active, showing a 'Find an Existing Value' tab. Below this tab is a 'Search Criteria' section with several input fields: 'Empl ID:', 'Empl Record:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a dropdown menu with 'begins with' selected. Below the input fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 66: Job Data Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Click the down arrow for additional options to narrow results. OR Enter the employee ID.
Empl Record	Enter the employee record number.
Name	Enter the beginning specific character or characters of the employee's first name.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>



Field	Description/Instruction
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered. The Job Data page - Work Location tab is displayed.

OR

Click **Clear** to clear all entries.

6. Locate the field(s) to be modified, then see field instructions for **Add a Person** (on page 3) for further information.

Company Property

This component will identify all property assigned to an employee.

To Identify All Property Assigned to an Employee:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.



3. Select the **Company Property** component. The Company Property page - Find an Existing Value tab is displayed.

Company Property

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼ 0

Name: begins with ▼

Last Name: begins with ▼

Second Name: begins with ▼

Alternate Character Name: begins with ▼

Middle Name: begins with ▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 67: Company Property Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	<p>Enter the beginning specific character or characters of the employee ID.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p>



Field	Description/Instruction
	Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. OR Click the down arrow for additional options to narrow results. OR Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. OR Click the down arrow for additional options to narrow results. OR Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. OR Click the down arrow for additional options to narrow results. OR Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. OR Click the down arrow for additional options to narrow results. OR Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.



OR

Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Company Property tab is displayed.

Figure 68: Company Property Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Property Assignment Property	Description/Instruction
*Property Code	Required field. Enter the property code or select a code by clicking the search icon.
Description	Populated with the description of the property code entered or selected.
*Issue Date	Required field. Enter the issue date or select a date by clicking the calendar icon.
Date Returned	Enter the date returned or select a date by clicking the calendar icon.



8. Select the **Serial Number** tab. The Company Property tab - Serial Number tab is displayed.

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Favorites | Main Menu > Workforce Administration > Job Information > Company Property

Company Property

John Doe Person ID: XXXXXX

Property Assignment Personalize | Find | View All | 1 of 1 | First 1 of 1 Last

Property Serial Number

	*Property Code	Serial Number		
1	<input type="text"/>		+	-

Save Return to Search Previous in List Next in List Notify

Figure 69: Company Property Tab - Serial Number Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Property Assignment Serial Number	Description/Instruction
*Property Code	Required field. Enter the property code or select a code by clicking the search icon.
Serial Number	Populated with the serial number that corresponds to the property code entered or selected.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous Tab	Views the data on the previous tab.



Step	Description
Click Next In List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

Person Checklist

A checklist is a list of additional components that need to be completed for a person. The Person Checklist allows the user to select and create a checklist for themselves. When the user selects a checklist code for a person and creates a relationship, the application also creates a record in the **Person Checklist** component. A person can have multiple checklists either at the same time or over time.

To Create a Person Checklist:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Organizational Relationships** menu item.
4. Select the **Person Checklist** component. The Person Checklist page - Find an Existing Value tab is displayed.

Figure 70: Person Checklist Page - Find an Existing Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Search by	Select the applicable value from the drop-down list.



Field	Description/Instruction
begins with	Enter the appropriate search criteria based on the selection made in the Search by field.

6. Click **Search** to select the applicable person. The Person Checklist tab is displayed.

Figure 71: Person Checklist Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Checklist History	Instruction
*Checklist Date	Required field. Enter the checklist date or select a date by clicking the calendar icon.
*Checklist	Required field. Enter the checklist or select a checklist by clicking the search icon.
Comment	Enter the applicable comments.
Person Checklist Items	Description/Instruction
*Sequence	Required field. Populated with the number order in which the items are displayed.
*Item Code	Required field. Populated with the item code of the checklist items displayed.



Field	Description/Instruction
Description	Populated with the description of the item code.
*Status	Required field. Select the status from the drop-down list. Valid values are Initiated and Completed .

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.



Disability Information

To Use the Disabilities Component:

This component identifies an employee's disability status, accommodation requests and options, and job tasks.

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Disability** menu item.
4. Select the **Disabilities** component. The Disabilities page - Find an Existing Value tab is displayed.

Figure 72: Disabilities Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p>



Field	Description/Instruction
	Enter the employee's nickname.
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's middle name.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search**. The Disabilities page - Disability tab is displayed.

OR

Click **Clear** to clear the entry.

Figure 73: Disabilities Page - Disability Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Disability Status	Instruction
Disabled	Check this box if applicable.



8. Click USA to display the USA Section. The Disabilities page - Disability tab - USA Section is displayed.

▼ USA

Disability
<input type="checkbox"/> Disabled Veteran

Figure 74: Disabilities Page - Disability Tab - USA Section

9. Complete the field as follows:

Field	Description/Instruction
Disabled Veteran	Check this box if applicable.

10. Select the **Accomm Request** tab. The Disabilities page - Accommm Request tab is displayed.

Figure 75: Disabilities Page - Accommm Request Tab

11. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Request Details	Description/Instruction
*Accommodation ID	Required field. Enter the accommodation ID.



Field	Description/Instruction
*Date of Request	Required field. Enter the date of the request or select a date by clicking the calendar icon.
Business Unit	Populated with the abbreviation and the literal.
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.
Location Code	Populated with the location code and name.
Comment	Enter any applicable comments.
*Responsible ID	Required field. Enter the responsible ID or select an ID by clicking the search icon. When populated, the name of the responsible party is displayed to the right of the ID.
Pending	Select this option if applicable.
Accepted	Select this option if applicable.
Undue Hardship	Select this option if applicable.
*Request Status Date	Required field. Enter the request status date or select a date by clicking the calendar icon.
Disability	Description/Instruction
*Regulatory Region	Required field. Defaults to USA . Enter the regulatory region or select a region by clicking the search icon.
Diagnosis Code	Enter the diagnosis code or select a code by clicking the search icon.
Description	Populated based on the regulatory region and diagnosis code entered or selected in the previous fields.



12. Select the **Accomm Option** tab. The Disabilities page - Accomm Option tab is displayed.

(US Dept of Agriculture) on USDAQA

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Favorites | Main Menu > Workforce Administration > Personal Information > Disability > Disabilities

Disability | **Accomm Request** | **Accomm Option** | Accomm Job Task

John Doe Person ID: XXXXXX

Option Details Find | View All First 1 of 1 Last

Accommodation ID: 1 Date of Request: Farm & Foreign Agrl Services
Business Unit: FFAS1
Department: XXXXXX OFFICE OF THE STATE COMMITTEE
Job Code: XXXXXX CHRMN
Location Code: XXXXXXXX

Accommodations/Alternatives Find | View All First 1 of 1 Last

*Option ID: 1 ☐ Employer Suggested Option
*Type: Cost: 0.000
Description
*Accommodation Status: Consider *Status Date:

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Update/Display Include History Correct History

[Disability](#) | [Accomm Request](#) | [Accomm Option](#) | [Accomm Job Task](#)

Figure 76: Disabilities Page - Accomm Options Tab

13. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Option Details	Description
Accommodation ID	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Date of Request	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Business Unit	Populated with the business unit and name.
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.
Location Code	Populated with the location code and name.
Accommodations/Alternatives	Instruction
*Option ID	Required field. Enter the option ID.
Employer Suggested Option	Check this box if applicable.



Field	Description/Instruction
*Type	Required field. Enter the type or select a type by clicking the search icon.
Cost	Enter the cost or select a cost by clicking the currency icon.
*Accommodation Status	Required field. Select an accommodation status from the drop-down list.
*Status Date	Required field. Enter the status date or select a date by clicking the calendar icon.

14. Select the **Accomm Job Task** tab. The Disabilities page - Accom Job Task tab is displayed.

The screenshot shows the EmpowHR web application interface. At the top, there is a navigation bar with the EmpowHR logo and the text "(US Dept of Agriculture) on USDAQA". Below the navigation bar, there is a breadcrumb trail: "Favorites | Main Menu > Workforce Administration > Personal Information > Disability > Disabilities". The main content area has a tabbed interface with four tabs: "Disability", "Accomm Request", "Accomm Option", and "Accomm Job Task". The "Accomm Job Task" tab is currently selected. Below the tabs, there is a header section with "John Code" on the left and "Person ID: XXXXXX" on the right. The main content area is divided into two sections: "Job Details" and "Job Task Accommodated". The "Job Details" section contains the following information: Accommodation ID: 1, Business Unit: FFAS1, Department: XXXXXX, Job Code: XXXXXX, Location Code: XXXXXXXXXX, Date of Request: Farm & Foreign Agrl Services, OFFICE OF THE STATE COMMITTEE, CHRMN. The "Job Task Accommodated" section contains the following information: Business Unit: FFAS1, Job Code: 002003, Location: , Job Task: . At the bottom of the page, there is a footer section with a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Previous tab", "Next tab", "Update/Display", "Include History", and "Correct History". Below the buttons, there is a link: "Disability | Accom Request | Accom Option | Accom Job Task".

Figure 77: Disabilities Page - Accom Job Task Tab

15. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Job Details	Description
Accommodation ID	Populated based on the accommodation ID entered on the Disabilities page - Accom Request tab.
Date of Request	Populated based on the accommodation ID entered on the Disabilities page - Accom Request tab.
Business Unit	Populated with the business unit and name.



Field	Description/Instruction
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.
Location Code	Populated with the location code and name.
Job Task Accommodated	Instruction
Business Unit	Enter the business unit or select a unit by clicking the search icon. The name is displayed after the entry or selection is made.
Job Code	Enter the job code or select a code by clicking the search icon. The name is displayed after the entry or selection is made.
Location	Enter the location or select a location by clicking the search icon. The name is displayed after the entry or selection is made.
Job Task	Enter the job task or select a task by clicking the search icon. The name is displayed after the entry or selection is made.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Returns to the previous tab on the page.
Click Next Tab	Views the data on the next tab.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.



Identification Data

This component identifies citizenship, passport, visa and permit information, and an employee photo.

To Add Identification Information for an Employee:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Citizenship** menu item.
4. Select the **Identification Data** component. The Identification Data page - Find an Existing Value tab is displayed.

Figure 78: Identification Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p>



Field	Description/Instruction
	Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. OR Click the down arrow for additional options to narrow results. OR Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.



7. Select the applicable value from the search results. The Identification Data page - Citizenship/Passport tab is displayed.

The screenshot displays the EmpowHR web application interface. At the top, the header shows the EmpowHR logo and the text '(US Dept of Agriculture) on USDAQA'. Below the header is a navigation menu with links: Favorites, Main Menu, Workforce Administration, Personal Information, Citizenship, and Identification Data. The 'Identification Data' section is active, and the 'Citizenship/Passport' tab is selected. The form displays the following fields and values:

- Person ID: XXXXXX
- *Country: USA (searched for United States)
- Citizenship: US Citizen/Naturalization (selected from a dropdown)
- Go To Row: 1 of 1
- Passport Information section:
 - *Passport Number: (empty field)
 - Issue Date: (empty field with a calendar icon)
 - Expiration Date: (empty field with a calendar icon)
 - Country: USA (searched for United States)
 - State: (empty field with a search icon)
 - City: (empty field)
 - Authority: (empty field)
 - Comment: (empty text area)

At the bottom of the page, there is a toolbar with the following buttons: Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Figure 79: Identification Page - Citizenship/Passport Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Citizenship/Passport	Instruction
*Country	Required field. Enter the country or select a country by clicking the search icon.
Citizenship	Select the citizenship status from the drop-down list.
Passport Information	Instruction
*Passport Number	Required field. Enter the passport number.
Issue Date	Enter the date the passport was issued or select a date by clicking the calendar icon.
Expiration Date	Enter the date the passport will expire or select a date by clicking the calendar icon.
Country	Defaults to USA . Enter the country or select a country by clicking the search icon.



Field	Description/Instruction
State	Type the State abbreviation or select a State by clicking the search icon.
City	Type the city.
Authority	Type the authority information.
Comment	Type any applicable comments.

- Select the **Visa/Permit Data** tab. The Identification Data page - Visa/Permit Data tab is displayed.

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data

Citizenship/Passport | **Visa/Permit Data** | Employee Photo

John Doe Person ID: XXXXXX

Visa/Permit Data Find First 1 of 1 Last

Go To Row + -

Get Supporting Documents

*Country:

*Type:

*Effective Date: 04/20/2015

Number:

*Status: Applied For *Status Date: 04/20/2015

Duration: Months

Issue Date:

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed Personalize | Find | View All | First 1 of 1 Last

*Sup Doc ID	Description	Request Date	Date Received
1	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Update/Display | Include History | Correct History

Figure 80: Identification Page - Visa/Permit Data Tab

- Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Visa/Permit Data	Instruction
*Country	Required field. Enter the country or select a country by clicking the search icon.
*Type	Required field. Select the type of visa/permit or select a type by clicking the search icon.



Field	Description/Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
Number	Enter the visa/permit number.
*Status	Required field. Select a status from the drop-down list.
*Status Date	Required field. Enter the status date or select a date by clicking the calendar icon.
Duration	Enter the number of the duration of the visa/permit, then select the timeframe from the drop-down list.
Issue Date	Enter the date the visa/permit was issued or select a date by clicking the calendar icon.
Date of Entry into Country	Enter the date the employee entered into the country or select a date by clicking the calendar icon.
Expiration Date	Enter the expiration date of the visa/permit or select a date by clicking the calendar icon.
Issuing Authority	Enter the issuing authority.
Issue Place	Enter the place the visa/permit was issued.
Supporting Documents Needed	Description/Instruction
*Sup Doc ID	Required field. Enter the supporting document ID or select an ID by clicking the search icon. The description of your entry or selection is displayed to the right.
Description	Populated based on the supporting document ID entered or selected.
Request Date	Enter the request date of the visa/permit or select a date by clicking the calendar icon.
Date Received	Enter the receipt date of the visa/permit or select a date by clicking the calendar icon.



11. Select the **Employee Photo** tab. The Identification Data page - Employee Photo tab is displayed.

Figure 81: Identification Page - Employee Photo Tab

12. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the person ID assigned to the person.
Employee Photo	Click + to add the employee's photo or - to remove the photo. <u>Note: The photo must be a jpeg.</u>

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Returns to the previous tab on the page.
Click Next Tab	Views the data on the next tab.



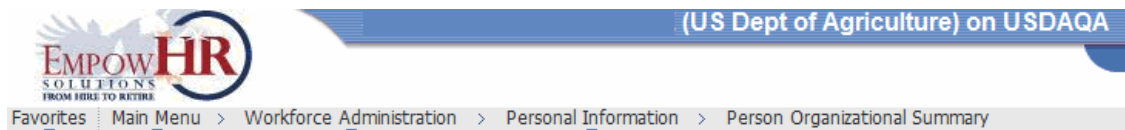
Step	Description
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Person Organizational Summary

This component will allow users to view a person's organizational relationships.

To View a Person's Organizational Relationships:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Person Organizational Summary** component. The Person Organizational Summary page - Find an Existing Value tab is displayed.



Person Organizational Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

begins with

Last Name:

begins with

First Name:

begins with

Date of Birth:

=

B1

Social Security Number:

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Figure 82: Person Organizational Summary Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. <p style="text-align: center;">OR</p> Click the down arrow for additional options to narrow results. <p style="text-align: center;">OR</p> Enter the employee ID.
Last Name	Enter the beginning specific character or characters of the employee's last name. <p style="text-align: center;">OR</p> Click the down arrow for additional options to narrow results. <p style="text-align: center;">OR</p> Enter the employee's last name.
First Name	Enter the beginning specific character or characters of the employee's first name. <p style="text-align: center;">OR</p> Click the down arrow for additional options to narrow results. <p style="text-align: center;">OR</p> Enter the employee's first name.
Date of Birth	Enter the employee's date of birth <p style="text-align: center;">OR</p> Click the down arrow for additional options to narrow search results. <p style="text-align: center;">OR</p> Select a date by clicking the calendar icon.
Social Security Number	Enter the employee's SSN. <p style="text-align: center;">OR</p> Click the down arrow for additional options to narrow search results.
Case Sensitive	Check this box if applicable.



5. Click **Search** to search for the values entered. The Person Org Summary tab is displayed.

OR

Click **Clear** to clear all entries.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Person Organizational Summary

Person Org Summary

John Doe **Person ID:** XXXXXX

▼ **Employment Instances** Find | View All First 1 of 1 Last

ORG Instance: 0 **Last Hire:** **Termination Date:**

HR Status: Inactive **Payroll Status:** Terminated

Assignments Personalize | Find | First 1 of 1 Last

Empl Record	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Inactive	Terminated	12/31/2001	FFAS1			

▼ **Person of Interest Instance** Personalize | Find | First 1 of 1 Last

Person of Interest Type	Empl rcd#	Status	Begin Date/	End Date
-------------------------	-----------	--------	-------------	----------

Return to Search Previous in List Next in List Notify

Figure 83: Person Org Summary Tab

The following fields are displayed:

Field	Description
Person ID	Populated with the system-generated ID.
Employment Instances	Description
ORG Instance	Populated with the organizational instance.
Last Hire	Populated with the person's last hire date as an employee.
Termination Date	Populated with the person's termination date as an employee.
HR Status	Populated with the HR status of the employee.
Payroll Status	Populated with the payroll status of the employee.
Assignments	Description
Empl Record	Populated with the employee record number (appointment number).



Field	Description
Home/Host	Populated with the status of the employee's assignment.
HR Status	Populated with the HR status of the employee's assignment.
Payroll Status	Populated with the payroll status of the employee's assignment.
Date Last Change	Populated with the date the assignment was last changed.
Business Unit	Populated with the business unit the employee is/was assigned to.
Department	Populated with the Department number the employee is/was assigned to.
Last Asgn Start	Populated with the date the assignment was started.
Term Date	Populated with the termination date of the assignment.
Person of Interest Instance	Description
Person of Interest Type	Populated with the person of interest type.
Empl rcd#	Populated with the employee record number (appointment number).
Status	Populated with the person of interest's status.
Begin Date/	Populated with the begin date of the person of interest.
End Date	Populated with the end date of the person of interest.

At this point, the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

Expiration Inquiry

This component allows the user to view expiration data for a person.

To View Expiration Data for a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.



2. Select the **Personal Information** menu.
3. Select the **Expiration Inquiry** component. The Expiration Inquiry page is displayed.

Figure 84: Expiration Inquiry Page

4. Complete the fields as follows:

Field	Description/Instruction
Search Criteria	Instruction
Begin Date	Enter the begin date or select a date by clicking the calendar icon.
End Date	Enter the end date or select a date by clicking the calendar icon.
Person ID	Enter the person ID or select an ID by clicking the search icon.
Org Relation	Select the org relation from the drop-down list. Valid values are Contingent Worker , Employee , or Person Of Interest .
Name	Enter the employee's first name.
Last Name	Enter the employee's last name.
Second Name	Enter the employee's second name if applicable.
Alternate Char Name	Enter the employee's alternate character name if applicable.
Expiration Type	Instruction
Contracts	Check this box if applicable.
Badges	Check this box if applicable.



Field	Description/Instruction
Contract Task Order	Check this box if applicable.
Security Clearance	Check this box if applicable.
Assignments	Check this box if applicable.

5. Click **Search**. The search results for the criteria entered is displayed at the bottom of the page.



Security Clearance

To Manage Security Clearance Information for a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Security Clearance** component. The Security Clearance page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR interface. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a header '(US Dept of Agriculture) on USDAQA'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > Workforce Administration > Personal Information > Security Clearance'. The main heading is 'Security Clearance'. Below this, a text prompt says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a tab labeled 'Find an Existing Value'. Underneath is a 'Search Criteria' section with several input fields: 'Empl ID:' with a dropdown set to 'begins with', 'First Name:' with a dropdown set to 'begins with', 'Last Name:' with a dropdown set to 'begins with', 'Social Security Number:' with a dropdown set to '=', and 'Date of Birth:' with a dropdown set to '='. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 85: Security Clearance Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Click the down arrow for additional options to narrow results. OR Enter the employee ID.



Field	Description/Instruction
First Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's last name.</p>
Social Security Number	<p>Enter the employee's SSN.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p>
Date of Birth	<p>Enter the employee's date of birth</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Select a date by clicking the search icon.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.



6. Select the applicable value from the search results. The Security Clearance tab is displayed.

Figure 86: Security Clearance Tab

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the system-generated ID.
Security Clearance	Instruction
Security Clearance Type	Enter the security clearance type or select a type by clicking the search icon.
Primary	Check this box if applicable.
Clearance Information	Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Status	Required field. Select a status from the drop-down menu. Valid values are Active and Inactive .
*Clearance Nbr	Required field. Enter the clearance number.
Expiration Date	Enter the expiration date or select a date by clicking the calendar icon.
Adjudicator	Enter the name of the adjudicator.



Field	Description/Instruction
Background Investigation	Instruction
Investigation Status	Select the investigation status from the drop-down list.
Status Date	Enter the status date or select a date by clicking the calendar icon.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

For more information see:

Badge	139
Badge/Clearance Access Summary	143

Badge

This component identifies the type of badge and number for a person.

To Identify Badge Information for a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.



3. Select the **Badge** component. The Badge page - Find an Existing Value tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Workforce Administration > Personal Information > Badge

Badge

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

Middle Name: begins with []

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Figure 87: Badge Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.
	OR
	Click the down arrow for additional options to narrow results.
Name	OR
	Enter the employee ID.
	OR
Name	Enter the beginning specific character or characters of the employee's first name.
	OR
	Click the down arrow for additional options to narrow results.
Name	OR



Field	Description/Instruction
	Enter the employee's first name.
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's middle name.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.



- Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

- Select the applicable value from the search results. The Badge tab is displayed.

Figure 88: Badge Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the system-generated ID.
Badge Type	Instruction
Badge Type	Enter the badge type or select a type by clicking the search icon.
Empl Record	Enter the employee record number (appointment number) or select a number by clicking the search icon.
Badge Information	Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Status	Required field. Select a status from the drop-down menu. Valid values are Active or Inactive .
*Badge Number	Required field. Enter the badge number.
Expiration Date	Enter the expiration date or select a date by clicking the calendar icon.



Field	Description/Instruction
Comment	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Badge/Clearance Access Summary

This component displays a summary of all the details regarding badge, security clearance, and email address for a person.

To Display Badge, Security Clearance, and the Email Address for a Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.



3. Select the **Badge/Clearance Access Summary** component. The Badge/Clearance Access Summary page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR interface. At the top, there's a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a header for '(US Dept of Agriculture) on USDAQA'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Workforce Administration > Personal Information > Badge/Clearance Access Summary'. The main heading is 'Badge/Clearance Access Summary'. Below the heading is a text instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The 'Find an Existing Value' tab is active. Under 'Search Criteria', there are six fields: 'Empl ID:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a 'begins with' dropdown menu and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Figure 89: Badge/Clearance Access Summary Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Click the down arrow for additional options to narrow results. OR Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. OR Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's last name.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>

- Click **Search** to search for the values entered.



OR

Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Badge/Clearance Access Summary page - Badge History tab is displayed.

The screenshot shows the EmpowHR interface. At the top, the logo 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' is on the left, and '(US Dept of Agriculture) on USDAQA' is on the right. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > Workforce Administration > Personal Information > Badge/Clearance Access Summary'. The main content area has three tabs: 'Badge History' (selected), 'Clearance History', and 'Email History'. Below the tabs, the user information 'John Doe' and 'EMP' is displayed, along with an 'ID: XXXXXX'. A table titled 'Access History Details' is shown with columns: 'Badge Type', 'Effective Date', 'Status', 'Badge Number', and 'Expiration Date'. The table is currently empty. Below the table are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. At the bottom, there are links for 'Badge History | Clearance History | Email History'.

Figure 90: Badge/Clearance Access Summary Page - Badge History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	Description
Badge Type	Populated with the type of badge assigned to the employee.
Effective Date	Populated with date the badge was issued.
Status	Populated with the status of the badge.
Badge Number	Populated with the employee's badge number.
Expiration Date	Populated with the expiration date of the employee's badge.



7. Select the **Clearance History** tab. The Badge/Clearance Access Summary page - Clearance History tab is displayed.

The screenshot shows the EmpowHR interface. At the top, there's a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a header for '(US Dept of Agriculture) on USDAQA'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Workforce Administration > Personal Information > Badge/Clearance Access Summary'. There are three tabs: 'Badge History', 'Clearance History' (which is selected), and 'Email History'. Below the tabs, the user information is displayed: 'John Doe', 'EMP', and 'ID: XXXXXX'. A table titled 'Access History Details' is shown with columns: 'Clearance Type', 'Effective Date', 'Status', 'Clearance Nbr', 'Expiration Date', and 'Sponsor'. The table contains one row: 'Not Reqrd', '12/31/2001', 'A:Active'. Below the table are buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. At the bottom, there are links: 'Badge History | Clearance History | Email History'.

Figure 91: Badge/Clearance Access Summary Page - Clearance History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	Description
Clearance Type	Populated with the type of security clearance assigned to the employee.
Effective Date	Populated with the date the security access was granted.
Status	Populated with the status of the employee's access.
Clearance Nbr	Populated with the employee's clearance number.
Expiration Date	Populated with the expiration date of the employee's security access.
Sponsor	Populated with the name of the employee's sponsor.



8. Select the **Email History** tab. The Badge/Clearance Access Summary page - Email History tab is displayed.

Figure 92: Badge Clearance Access Summary Page - Email History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	Description
Email Type	Populated with the type of email address of the employee.
Email Address	Populated with the email address of the employee.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.



Search for People

The search for people component allows the user to search for an existing person.

To Search for an Existing Person:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Search for People** component. Search/Match page - Find an Existing Value tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Personal Information > Search for People

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search Type: [=] []

Search Parameter: begins with []

Ad Hoc Search ☐

Description: begins with []

Search Clear Basic Search Save Search Criteria

Figure 93: Search/Match Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Search Type	Select the type of search from the drop-down menu then enter the applicable search criteria. Valid values are Applicant , Organization , or Person .
Search Parameter	Enter the beginning specific character or characters of the search parameter. OR Click the down arrow to narrow results.



Field	Description/Instruction
	<p style="text-align: center;">OR</p> <p>Select a parameter by clicking the search icon.</p>
Ad Hoc Search	<p>Enter the beginning specific character or characters of the ad hoc search to be performed.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow to narrow results.</p> <p style="text-align: center;">OR</p> <p>Check this box if applicable.</p>
Description	Enter the description.

5. Click **Search**. Select the applicable value from the search results. The Search Criteria page is displayed. See *Search for Matching Persons* (on page 71) for more information.



Emergency Contacts

The **Emergency Contacts** component allows HR office users to enter and view emergency contact information for employees, contingent workers, and persons of interest.

To Enter/View Emergency Contacts:

1. On the EmpowHR Main Menu page, select the **HR Reports** menu group.
2. Select the **Emergency Contact** component. The Emergency Contact page - Find an Existing Value tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > HR Reports > Emergency Contact

Emergency Contact

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 94: Emergency Contact Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.
	OR
	Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Enter the employee ID.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p>



Field	Description/Instruction
	<p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	Check this box if applicable.

4. Click **Search** to search for the values entered. The Emergency Contact page - Contact Address/Phone tab is displayed.



OR

Click **Clear** to clear all entries.

EmpowHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > HR Reports > Emergency Contact

Contact Address/Phone Other Phone Numbers

John Doe Person ID: XXXXXX

Emergency Contact Find | View All First 1 of 1 Last

Contact Name:

*First Middle Name

*Last Name Name Suffix

*Relationship to Employee: Primary Contact

Same Address as Employee

Same Phone as Employee

Contact Address

Country: USA United States

Address: Edit Address

Contact Phone

Phone:

Save Return to Search Previous in List Next in List Notify

Contact Address/Phone | Other Phone Numbers

Figure 95: Emergency Contact Page - Contact Address/Phone Tab

5. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Emergency Contact Contact Name	Instruction
*First	Required field. Enter the emergency contact's first name.
Middle Name	Enter the emergency contact's middle name.



Field	Description/Instruction
*Last Name	Required field. Enter the emergency contact's last name.
Name Suffix	Enter the name suffix or select a suffix by clicking the search icon.
*Relationship to Employee	Required field. Select the emergency contact's relationship to the employee from the drop-down list.
Primary Contact	Check this box if this is the primary contact for this person.
Same Address as Employee	Check this box if this contact has the same address as the employee.
Same Phone as Employee	Check this box if this contact has the same phone number as the employee.
Contact Address	Description
Country	Populated with USA . If different, enter the country or select a country by clicking the search icon.
Address	Populated with information from the Edit Address link. For more information, see Add Address.
Contact Phone	Instruction
Phone	Enter the phone number for the emergency contact being added.



6. Select the **Other Phone Numbers** tab. The Emergency Contact page - Other Phone Numbers tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > HR Reports > Emergency Contact

Contact Address/Phone | **Other Phone Numbers**

John Doe Person ID: XXXXXX

Emergency Contact Find | View All First 1 of 1 Last

Contact Name: Relationship to Employee: ☐ Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 1 Last

*Phone Type	Phone
<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify

[Contact Address/Phone](#) | [Other Phone Numbers](#)

Figure 96: Emergency Contact Page - Other Phone Numbers Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Emergency Contact	Description
Contact Name	Populated with the information entered on the Contact Address/Phone tab.
Relationship to Employee	Populated with the information entered on the Contact Address/Phone tab.
Primary Contact	Populated with the information entered on the Contact Address/Phone tab.
Other Phone Numbers for Emergency Contact	Instruction
*Phone Type	Required field. Select the type of phone number from the drop-down list.
Phone	Enter the applicable phone number for the emergency contact.



At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns back to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.



Update Contracts

This component allows administrators to identify contract status, content, special clauses, person responsible for contract, and probation information.

To Update a Contract:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.
3. Select the **Contract Administration** menu item.
4. Select the **Update Contracts** component. The Update Contracts page - Find an Existing Value tab is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contracts

Update Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Empl ID: begins with []

Contract Number: begins with []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 97: Update Contracts Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Empl ID	<p>Enter the beginning specific character or characters of the employee ID.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Click the search icon to select an employee ID.</p> <p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Contract Number	<p>Enter the beginning specific character or characters of the contract number.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the contract number.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p>



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>

6. Click **Search** to search for the values entered then select the applicable value from the search results. The Update Contracts page - Contract Status/Content tab is displayed.

OR

Click **Clear** to clear all entries.



OR

Select the **Add a New Value** tab. The Update Contracts page - Add a New Value tab is displayed.

Update Contracts

[Find an Existing Value](#) [Add a New Value](#)

Empl ID:

Contract Number:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 98: Update Contracts Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID. OR Click the search icon to select an employee ID.
Contract Number	Enter the contract number.



8. Click **Add**. The Update Contracts page - Contract Status/Content tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contracts

Contract Status/Content | Contract Type/Clauses | Task Order Information | Signature Date/Probation Info

John Doe Person ID: XXXXXX

Contract Data

Contract Number: TEST *Contract Status: Active

Contract Begin Date: 04/21/2015 Contract Expected End Date:

Contract End Date: *Regulatory Region: USA

☐ Additional Contract ☐ More than one year expected Contract Template ID:

Comment: Initialize Contract

Provider ID:

Contract Content:

☐ Waive Working Time Compliance

Save Notify Previous tab Next tab Add Update/Display Include History Correct

[Contract Status/Content](#) | [Contract Type/Clauses](#) | [Task Order Information](#) | [Signature Date/Probation Info](#)

Figure 99: Update Contracts Page - Contract Status/Content Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	Description/Instruction
Contract Number	Populated with the contract number.
*Contract Status	Required field. Select the contract status from the drop-down menu. Valid values are Active and Inactive .
Contract Begin Date	Enter the contract begin date or select a date by clicking the calendar icon.
Contract Expected End Date	Enter the date the contract is expected to end or select a date by clicking the calendar icon.
Contract End Date	Enter the contract end date or select a date by clicking the calendar icon.
*Regulatory Region	Required field. Enter the regulatory region or select a region by clicking



Field	Description/Instruction
	the search icon.
Additional Contract	Check this box if applicable.
More than one year expected	Check this box if applicable.
Contract Template ID	Enter the contract template ID or select an ID by clicking the search icon.
Comment	Enter the applicable comments.
Provider ID	Enter the provider ID or select an ID by clicking the search icon.
Contract Content	Enter the contract content.
Waive Working Time Compliance	Check this box if applicable.

10. Select the **Contract Type/Clauses** tab. The Update Contract page - Contract Type/Clauses tab is displayed.

(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contracts

Contract Status/Content **Contract Type/Clauses** Task Order Information Signature Date/Probation Info

John Doe Person ID: XXXXXX

Contract Data

Contract Number: TEST Begin Date: 04/21/2015 Contract Status: Active

Contract Type Find View All First 1 of 1 Last

Effective Date: 04/21/2015

Contract Type:

☐ Extend Contract

Contract Clauses Find View All First 1 of 1 Last

Seq#	Clause	Clause Status
1	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/>

Long Descr:

Comment:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Contract Status/Content](#) | [Contract Type/Clauses](#) | [Task Order Information](#) | [Signature Date/Probation Info](#)

Figure 100: Update Contracts Page - Contract Type/Clauses Tab

11. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	Description
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab, Contract Begin Date field.
Contract Status	Populated based on the selection made on the Contract Status/Content tab, Contract End Date field.
Contract Type	Description/Instruction
Effective Date	Populated.
Contract Type	Enter the contract type or select a type by clicking the search icon.
Extend Contract	Check this box if applicable.
Contract Clauses	Instruction
Seq#	Enter the sequence number.
Clause	Enter the clause or select a clause by clicking the search icon.
Clause Status	Select the clause status from the drop-down menu. Valid values are Optional and Required .
Long Descr	Enter the long description.
Comment	Enter the applicable comments.



12. Select the **Task Order Information** tab. The Update Contract page - Task Order Information tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contracts

Contract Status/Content Contract Type/Clauses **Task Order Information** Signature Date/Probation Info

John Doe Person ID: XXXXXX

Contract Data

Contract Number: TEST Begin Date: 04/21/2015 Contract Status: Active

Task Order Information Personalize Find View All 1 of 1 First Last

Task Order #	Description	Begin Date	End Date	Comments
<input type="checkbox"/>				

Deselect All Select All Delete Selected

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Contract Status/Content](#) | [Contract Type/Clauses](#) | [Task Order Information](#) | [Signature Date/Probation Info](#)

Figure 101: Update Contracts Page - Task Order Information Tab

The following fields are displayed:

Field	Description
Person ID	Populated with the system-generated ID.
Contract Data	Description
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab, Contract Begin Date field.
Contract Status	Populated based on the selection made on the Contract Status/Content tab.
Task Order Information	Description
Task Order #	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.
Description	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.
Begin Date	Populated based on the contract template ID entered or selected on the Contract Status/Content tab, Contract Begin Date field.
End Date	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.



Field	Description
Comments	Provides a link to enter any applicable comments.

13. Select the **Signature Date/Probation Info** tab. The Update Contract page - Signature Date/Probation Info tab is displayed.

John Doe Person ID: XXXXXX

Contract Data

Contract Number: TEST Begin Date: 04/21/2015 Contract Status: Active

Workforce Information Find | View All First 1 of 1 Last

Effective Date: 04/21/2015 Empl Record: 0 Job Indicator:

Action: Reason:

Company: Pay Group: Work Period: Std Hrs:

Business Unit: Hourly Rate:

Department: Reg/Temp: Monthly Rate:

Location: Labor Agreement: Annual Rate:

Reg Region: Category:

Signature Date: Minimum Hours: 10.00 Maximum Hours: 40.00

Responsible ID:

Probation Information Find First 1 of 1 Last

*Probation Date: Reason:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

Start Contract Status/Content | Contract Type/Clauses | Task Order Information | Signature Date/Probation Info

Figure 102: Update Contracts Page - Signature Date/Probation Info Tab

14. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	Description
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab.



Field	Description/Instruction
Contract Status	Populated based on the selection made on the Contract Status/Content tab.
Workforce Information	Description/Instruction
Effective Date	Populated with information from the Job Data component.
Empl Record	Populated with information from the Job Data component.
Job Indicator	Populated with information from the Job Data component.
Action	Populated with information from the Job Data component.
Reason	Populated with information from the Job Data component.
Company	Populated with information from the Job Data component.
Pay Group	Populated with information from the Job Data component.
Work Period	Populated with information from the Job Data component.
Std Hrs	Populated with information from the Job Data component.
Business Unit	Populated with information from the Job Data component.
Hourly Rate	Populated with information from the Job Data component.
Department	Populated with information from the Job Data component.
Reg/Temp	Populated with information from the Job Data component.
Monthly Rate	Populated with information from the Job Data component.
Location	Populated with information from the Job Data component.
Labor Agreement	Populated with information from the Job Data component.
Annual Rate	Populated with information from the Job Data component.
Reg Region	Populated with information from the Job Data component.
Category	Populated with information from the Job Data component.
Signature Date	Enter the signature date or select a date by clicking the calendar icon.
Minimum Hours	Enter the minimum number of hours.
Maximum Hours	Enter the maximum number of hours.
Responsible ID	Enter the company agent who drafted the contract and who is responsible for its language or select an agent by clicking the search icon.



Field	Description/Instruction
Probation Information	Instruction
*Probation Date	Required field. Enter the probation date or select a date by clicking the calendar icon. The date entered will be displayed on the job data record for this person.
Reason	Select a reason from the drop-down menu. Valid values are New Date Needed and Unsatisfactory Performance .

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Returns to the previous tab on the page.
Click Next Tab	Views the data on the next tab.
Click Add	Returns the user to the applicable page to Add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.



Define Contract Types

This component allows administrators to identify the types of contracts issued.

To Define a Contract Type:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.
3. Select the **Contract Administration** menu item.
4. Select the **Define Contract Types** component. The Define Contract Types page - Find an Existing Value tab is displayed.

Define Contract Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

SetID:

Contract Type:

☐ Include History ☐ Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 103: Define Contract Types Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the employee's SetID.
	OR
	Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Click the search icon to select an ID.</p> <p>OR</p> <p>Enter the employee's SetID.</p>
Contract Type	<p>Enter the beginning specific character or characters of the contract type.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the contact type.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.



OR

Select the **Add a New Value** tab. The Define Contract Types page - Add A New Value tab is displayed.

Define Contract Types

Find an Existing Value Add a New Value

SetID: USA

Contract Type:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 104: Define Contract Types Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Contract Type	Enter the contract type.



8. Click **Add**. The Contract Type Table page is displayed.

SetID: USA Contract Type: XXX

Contract Type Find | View All First 1 of 1 Last

Effective Date: 04/21/2015 *Status: A:Active

Description:

Short Description:

Save Notify Add Update/Display Include History Correct History

Figure 105: Contract Type Table Page

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered or selected in the search criteria.
Contract Type	Populated with the contract type entered or selected in the search criteria.
Contract Type	Instruction
Effective Date	Enter the effective date or select a date by clicking the calendar icon.
*Status	Required field. Select the status from the drop-down menu. Valid values are Active and Inactive .
Description	Enter the description of the contract type.
Short Description	Enter the short description of the contract type.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to Add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.



Step	Description
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.



Define Contract Clauses

This component allows administrators to define contract clause details.

To Define a Contract Clause:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.
3. Select the **Contract Administration** menu item.
4. Select the **Define Contract Clauses** component. The Define Contract Clauses page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR interface. At the top, there's a logo for EmpowHR Solutions and a header for the US Dept of Agriculture on USDAQA. A breadcrumb trail reads: Favorites > Main Menu > Workforce Administration > Job Information > Contract Administration > Define Contract Clauses. Below this, the page title is 'Define Contract Clauses'. A message says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there's a 'Search Criteria' section. It includes two dropdown menus: 'Contract Clause:' and 'Description:', both set to 'begins with'. Below these are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are unchecked. At the bottom of the search criteria section are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 106: Define Contract Clauses Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Click the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p style="text-align: center;">OR</p> <p>Enter the employee ID.</p>
Contract Clause	<p>Enter the beginning specific character or characters of the contract clause.</p> <p style="text-align: center;">OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p style="text-align: center;">OR</p> <p>Enter the contract clause.</p>
Description	Enter the description.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered. Select the applicable value. The Define Contract Clauses page - Contract Clause Table tab is displayed.

OR

Click **Clear** to clear all entries.



OR

Select the **Add a New Value** tab. The Define Contract Clauses page - Add a New Value tab is displayed.

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(US Dept of Agriculture) on USDAQA

Favorites Main Menu > Workforce Administration > Job Information > Contract Administration > Define Contract Clauses

Define Contract Clauses

Find an Existing Value Add a New Value

Contract Clause:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 107: Define Contract Clauses Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
Contract Clause	Enter the contract clause.



8. Click **Add** to add the new value entered. The Contract Clause Table tab is displayed.

Contract Clause Table

Contract Clause: XXX

Contract Clause Find | View All First 1 of 1 Last

*Effective Date: 04/21/2015 *Status: A:Active

*Description:

Short Description:

Long Description:

Comment:

Save Notify Add Update/Display Include History Correct History

Figure 108: Contract Clause Table Tab

9. Complete the fields as follows:

Field	Description/Instruction
Contract Clause	Populated with the contract clause entered or selected in the search criteria.
Contract Clause	Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Status	Required field. Select the status from the drop-down menu. Valid values are Active and Inactive .
*Description	Required field. Enter the long description of the contract.
Short Description	Enter the short description.
Long Description	Enter the long description.
Comment	Enter the applicable comments.

At this point, the following options are available:



Step	Description
Click Save	Saves the new data entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add data.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.



Define Contract Templates

This component allows administrators to define a contract template by identifying a contract type and family and the clauses included within the contract.

To Define a Contract Template:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.
3. Select the **Contract Administration** menu item.
4. Select the **Define Contract Templates** component. The Define Contract Templates page - Find an Existing Value tab is displayed.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 109: Define Contract Templates Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID.
	OR



Field	Description/Instruction
	Click the down arrow for additional options to narrow results. OR Click the search icon to select a SetID. OR Enter the SetID.
Contract Template ID	Enter the beginning specific character or characters of the Contract Template ID. OR Click the down arrow for additional options to narrow results. OR Enter the contract template ID.
Description	Enter the beginning specific character or characters of the description. OR Click the down arrow for additional options to narrow results. OR Enter the description.
Contract Family	Enter the exact contract family. OR Click the down arrow for additional options to narrow results. OR Click the down arrow to select the contract family from the second drop-down list. Valid values are Regular and Temporary .
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

- Click **Search** to search for the values entered. Select the applicable value. The Contract Template Table page is displayed.



OR

Click **Clear** to clear all entries.

OR

Select the **Add a New Value** tab. The Define Contract Templates page - Add a New Value tab is displayed.

Figure 110: Define Contract Clauses Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Instruction
Contract Clause	Enter the contract clause number.



8. Click **Add** to add the new value entered. The Contract Template Table page is displayed.

Contract Template Table

Contract Template ID: XXX SetID: USA

Contract Template: Find | View All First 1 of 1 Last

*Effective Date: 04/21/2015 *Status: A:Active

*Description:

Short Description:

Contract Type:

*Contract Family:

Contract Content:

Contract Clauses: Personalize | Find | View All First 1 of 1 Last

*Sequence	*Contract Clause	Description	Clause Status
1			

Contract Task Orders: Find | View All First 1 of 1 Last

Task Order #:

Begin Date:

End Date:

Description:

Comments:

Save Notify Add Update/Display Include History Correct History

Figure 111: Contract Template Table Page

9. Complete the fields as follows:

Field	Description/Instruction
Contract Template ID	Populated with the contract template ID entered or selected in the search criteria.
SetID	Populated with the SetID entered or selected in the search criteria.
Contract Template	Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.



Field	Description/Instruction
*Status	Required field. Select the status from the drop-down menu. Valid values are Active and Inactive .
*Description	Required field. Enter the description.
Short Description	Enter the short description.
Contract Type	Enter the contract type or select a type by clicking the search icon.
*Contract Family	Required field. Select the contract family from the drop-down menu. Valid values are Regular and Temporary .
Contract Content	Enter the applicable contract content.
Contract Clauses	Description/Instruction
*Sequence	Required field. Enter the sequence number.
*Contract Clause	Required field. Enter the contract clause or select a clause by clicking the search icon.
Description	Populated based on the contract clause entered or selected.
Clause Status	Select the clause status from the drop-down menu. Valid values are Optional and Required .
Contract Task Orders	Instruction
Task Order #	Enter the task order number.
Begin Date	Enter the begin date or select a date by clicking the calendar icon.
End Date	Enter the end date or select a date by clicking the calendar icon.
Description	Enter the description.
Comments	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to Add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.





Define Department

This topic has been updated to add a new Department field to a person's assignment in the Maintain a Persons Assignment menu.

This component allows administrators to modify their non-Federal employees' (e.g., Contractors, Affiliates) organization within their sub-Agency. Agencies can implement Role-Based Access Control policies that are specific to their organization.

In addition, contractors are sometimes assigned to the wrong organization or supervisor in endpoint systems/applications such as AgLearn. This requires modifications to be made within that system/application to move contractor personnel to the correct supervisor.

To Update a Non-Federal Employee's Organizational Information:

1. On the EmpowHR Main Menu page, select the **Non-Employee Processing** menu group.
2. Select the **Maintain a Persons Assignment** page. The **Find an Existing Value** tab is displayed.

Figure 112: Maintain a Persons Assignment

3. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. OR Select the down arrow for additional options to narrow results.



Field	Description/Instruction
	<p>OR</p> <p>Select the search icon to select an employee ID.</p> <p>OR</p> <p>Enter the employee ID.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Select the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
First Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Select the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Social Security Number	Enter the employee's SSN.
Date of Birth	Enter the person's date of birth or select a date by selecting the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.



- Select the **Search** button. The **Edit POI Relationship** page is displayed with the person's Security Data and Person of Interest History.

DOE, JANE (US Dept of Agriculture) on USDAQA

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Non-Employee Processing > Maintain a Persons Assignment

[New Window](#) | [Personalize Page](#)

Edit POI Relationship | **Assignment**

JOHN JIM DOE Person ID: 215336

Person of Interest Type: Contractor

Security Data Find | View All First 1 of 1 Last

Effective Date: 08/17/2010

Security Access Type	Enabled	Value 1	Value 2
POI DEPT	<input checked="" type="checkbox"/>	SetID NOEMP	Department AGNEIS

Person of Interest History Personalize | Find | First 1 of 1 Last

Effective Date	Organizational Relationship Status	Planned Exit	More Information
1 08/17/2010			

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

[Edit POI Relationship](#) | [Assignment](#)

Figure 113: Edit POI Relationship

- Select the **Assignment** tab. The Maintain a Persons Assignment page - Assignment tab is displayed.

DOE, JANE (US Dept of Agriculture) on USDAQA

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Non-Employee Processing > Maintain a Persons Assignment

[New Window](#) | [Personalize Page](#)

Edit POI Relationship | **Assignment**

Contract

JOHN JIM DOE Person ID: 215336

Person of Interest Type: Contractor

Contract/Grant (Key)	Contract ID	Sub Agency	Sub Agency Description	Begin Date	Expiration Date	Status	Effective Date	Department	System ID	Card Type	Change Date	Work Address Info
1 Contract	AG024BD090020	11	FS	09/21/2011	06/28/2013	Terminated	08/17/2010				09/22/2019	

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

[Edit POI Relationship](#) | [Assignment](#)

Figure 114: Assignment Tab

- Completed the following fields on the **Assignment** page that can be modified when a correction or update is required:

Field	Description/Instruction
Contract ID	Populated with the system-assigned ID when adding a new person.
Status	Populated with the status of a person. Select one of the following from the drop-down menu: <ul style="list-style-type: none"> Active Suspended Terminated



Field	Description/Instruction
Effective Date	Populated with the date the person started or terminated the position. To change the effective date, select the calendar.
Department	Required field. Select the organization within their sub-Agency. To change the department number, select the search icon for the applicable DEPTID number of the search criteria.
Work Address Info	Populated with the work location of the person.

Note: To make a correction or update to the fields listed above, select the **Correction History** or **Update Display** button.

7. Select the **Look up** icon (magnifying glass symbol) in the **Department** field. The Look Up Department page is displayed.

Figure 115: Description Search Window

8. Select the applicable organization structure code levels in the search criteria.



- Select the **Look Up** button. The Look Up Department page with search criteria results is displayed.

Look Up Department

Department:

begins with

93

Org Structure Code 2nd Level:

=

70

Org Structure Code 3rd Level:

contains

00

Org Structure Code 4th Level:

begins with

Org Structure Code 5th Level:

begins with

Org Structure Code 6th Level:

begins with

Org Structure Code 7th Level:

begins with

Org Structure Code 8th Level:

begins with

Description:

begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First 1 of 1 Last

Sub-Agency	Department	Effective Date	Org Structure Code 2nd Level	Org Structure Code 3rd Level	Org Structure Code 4th Level	Org Structure Code 5th Level	Org Structure Code 6th Level	Org Structure Code 7th Level	Org Structure Code 8th Level	Description
90	936406	05/08/2011	70	00	0000	00	00	00	00	NATIONAL FINANCE CENTER OFFICE

Figure 116: Look Up Department Search Results



Service Agreements United States Federal (USF)

The **Service Agreements USF** component identifies any service agreements made with an employee.

To Enter a Service Agreement:

1. On the EmpowHR Main Menu page, select the **Workforce Administration** menu group.
2. Select the **Job Information** menu.
3. Select the **Contract Administration** menu item.
4. Select the **Service Agreements USF** component. The Service Agreements USF page - Find an Existing Value tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Workforce Administration > Job Information > Contract Administration > Service Agreements USF

Service Agreements USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with []

Empl Record: = []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

Middle Name: begins with []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 117: Service Agreements USF Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Empl Record	<p>Enter the beginning specific character or characters of the employee record number.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee record number.</p>
Name	<p>Enter the beginning specific character or characters of the employee's first name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's first name.</p>
Last Name	<p>Enter the beginning specific character or characters of the employee's last name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee ID.</p>
Second Name	<p>Enter the beginning specific character or characters of the employee's second name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's second name.</p>



Field	Description/Instruction
Alternate Character Name	<p>Enter the beginning specific character or characters of the employee's nickname.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's nickname.</p>
Middle Name	<p>Enter the beginning specific character or characters of the employee's middle name.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the employee's middle name.</p>
Case Sensitive	<p>Check this box if applicable.</p>



- Click **Search**. The Service Agreements tab is displayed.

John Doe EMP ID: XXXXXX Empl Record: 0

Service Agreements Find | View All First 1 of 1 Last

Agency: AG Sub-Agency: Pay Plan: Service Date: *

*Service Agreement Type: Effective Date: Exec PSP Percentage: End Date: Scarcity Code:

Save Return to Search Notify

Figure 118: Service Agreements Tab

- Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Service Agreements	Instruction
Agency	Enter the Agency or select an Agency by clicking the search icon.
Sub-Agency	Enter the Sub-Agency or select a Sub-Agency by clicking the search icon.
Pay Plan	Enter the Pay Plan or select a Pay Plan by clicking the search icon.
*Service Agreement Type	Required field. Select the service agreement type from the drop-down menu. Valid values are Long Term Training , Recruitment Bonus , and Relocation Bonus .



Field	Description/Instruction
Service Date	Enter the service date or select a date from the calendar icon.
Effective Date	Enter the effective date or select a date by clicking the calendar icon.
Exec PSP Percentage	Enter the applicable percentage. <u>Note: This field is for use by the Department of Health and Human Services (HHS) only.</u>
End Date	Enter the end date or select a date by clicking the calendar icon.
Scarcity Code	Enter the code.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.



Configure Checklist

Configure checklist allows the user to establish checklists that can be assigned to employees, contingent workers and person(s) of interest.

To Configure a Checklist:

1. On the EmpowHR Main Menu page, select the **Set Up HRMS** menu group.
2. Select the **Common Definitions** menu.
3. Select the **Checklists** menu item.
4. Select the **Checklist** component. The Checklist page - Find an Existing Value tab is displayed.

(US Dept of Agriculture) on USDAQA

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > Set Up HRMS > Common Definitions > Checklists > Checklist

Checklist

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

SetID: begins with ▼

Checklist Code: begins with ▼

Description: begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 119: Checklist Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the SetID.</p>
Checklist Code	<p>Enter the beginning specific character or characters of the Checklist Code.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the checklist code.</p>
Description	<p>Enter the beginning specific character or characters of the description.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the description.</p>
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search**. Select the applicable value. The Checklist Table page is displayed.

OR

Click **Clear** to clear the entries.



OR

Select the **Add a New Value** tab. The Checklist page - Add a New Value tab is displayed.

The screenshot shows the EmpowHR web application interface. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a banner for '(US Dept of Agriculture) on USDAQA'. Below the banner is a navigation menu with links: Favorites, Main Menu, Set Up HRMS, Common Definitions, Checklists, and Checklist. The 'Checklist' page is displayed, featuring two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are input fields for 'SetID' (with a search icon) and 'Checklist Code' (with the value '000046'). A yellow 'Add' button is located below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 120: Checklist Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
SetID	Enter the SetID or select a SetID by clicking the search icon.
Checklist Code	Enter the checklist code.



8. Click **Add** to add the new checklist code. The Checklist Table page is displayed.

Figure 121: Checklist Table Page

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered in the search criteria.
Checklist Code	Populated with the checklist code entered or selected in the search criteria.
Checklist Item	Instruction
*Effective Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
*Status	Required field. Select the status from the drop-down menu. Valid values are Active and Inactive .
Checklist Type	Select the checklist type from the drop-down list.
*Description	Required field. Enter the description.
Short Description	Enter the short description.
Assignment Checklist Item	Instruction



Field	Description/Instruction
*Sequence	Required field. System generated. The system automatically sequences the item codes in multiples of 100. When a data row is inserted for a new item, the system automatically assigns the next multiple of 100. To rearrange the order in which the items appear, change the sequence number to the desired numerical order.
*Item Code	Required field. Enter the item code or select a code by clicking the search icon.
Link ID	Click this link to display the link IDs.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to Add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.



Configure Person of Interest Types

This component allows authorized users to establish Person of Interest types that can be associated with person(s) of interest and will be maintained in EmpowHR.

To Configure a Person of Interest Type:

1. On the EmpowHR Main Menu page, select the **Set Up HRMS** menu group.
2. Select the **Foundation Tables** menu.
3. Select the **Organization** menu item.
4. Select the **Person of Interest Types** component. The POI Type page - Find an Existing Value tab is displayed.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 122: POI Type Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID.



Field	Description/Instruction
	<p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the SetID.</p>
Person of Interest Type	<p>Enter the beginning of specific character or characters of the person of interest type.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the person of interest type.</p>
Description	<p>Enter the beginning specific character or characters of the description.</p> <p>OR</p> <p>Click the down arrow for additional options to narrow results.</p> <p>OR</p> <p>Enter the description.</p>
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered. Select the applicable value. The POI Type page - Person of Interest Type Table tab is displayed.

OR

Click **Clear** to clear the entries.



OR

Select the **Add a New Value** tab. The POI Type page - Add a New Value tab is displayed.

The screenshot shows the EmpowHR web application interface. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a blue banner that reads '(US Dept of Agriculture) on USDAQA'. Below the banner is a navigation menu with the following items: Favorites, Main Menu, Set Up HRMS, Foundation Tables, Organization, and Person of Interest Types. The 'Person of Interest Types' item is selected. Below the navigation menu, the page title 'POI Type' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are two input fields: 'SetID:' with a search icon and 'Person of Interest Type:' with the value '00037'. Below these fields is a yellow 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 123: POI Type Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Person of Interest Type	Enter the POI type.



8. Click **Add**. The POI Types tab is displayed.

Figure 124: POI Types Tab

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered in the search criteria.
Person of Interest Type	Populated with the person of interest type entered or selected in the search criteria.
*Effective Status	Required field. Select the effective status from the drop-down menu. Valid values are Active and Inactive .
*Description	Required field. Enter the description.
*Short Description	Required field. Enter the short description.
Job Record Required	Check this box if applicable.



Field	Description/Instruction
POI Transaction	Instruction
Record for POI Transaction	Enter the record for POI transaction or select a record by clicking the search icon.
Component Name	Enter the component name or select a name by clicking the search icon.
Market	Enter the market or select a market by clicking the search icon.
Menu Name	Enter the menu name.
Menu Bar Name	Enter the menu bar name.
Menu Item Name	Enter the menu item name.
Transfer Panel Name	Enter the transfer panel name.
Usage of this POI Type	Instruction
Record for POI Summary View	Enter the record for POI summary view or select a record by clicking the search icon.
Person of Interest Checklist	Enter the person of interest checklist or select a checklist by clicking the search icon.
Allow in Generic Add Component	Check this box if applicable.
Allow in Generic Upd Component	Check this box if applicable.
Comment	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click Save	Saves the new data entered.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Add	Returns the user to the applicable page to add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.



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No index entries found.